

**ATHENS-CLARKE COUNTY LIBRARY BOARD
2016 ATTENDANCE RECORD**

	January	April	July	October
Diane Adams	X	X	X	ABSENT
Svea Bogue	ABSENT	ABSENT	X	X
Erin Boydstun	X	X	X	X
Sean Boyle	X	ABSENT	X	ABSENT
Theresa Cullen	X	X	X	X
Julie Darnell	X	X	ABSENT	X
Linda Dodson	X out @4:45p	X	ABSENT	X
Wally Eberhard	X	ABSENT	X	X
Dennis Hopper	X	X	X	X
Linda Jones	ABSENT	ABSENT	ABSENT	X
Craig Pascoe	ABSENT	X	X	X
Bill Prokasy	X	X	X	ABSENT
Ian Thomas	X	X	X	X
Shannon Thompson	X	X	X	ABSENT
John Timmons	X	X	X	X
David "Chip" Woods	X	X	X	X

ATHENS-CLARKE COUNTY LIBRARY BOARD
DRAFT Minutes, January 12, 2016 Meeting
Athens-Clarke County Library Board Room

Chairman Eberhard called the meeting to order at 4:02pm. Trustees present were: Ms. Adams; Ms. Boydston; Mr. Boyle; Ms. Cullen; Ms. Darnell; Ms. Dodson; Mr. Hooper; Mr. Prokasy; Mr. Thomas; Mr. Thompson; Mr. Timmons and Mr. Woods. Ms. Bogue; Ms. Jones and Mr. Pascoe were absent. New members Mr. David "Chip" Woods (reappointed for second term) and Ms. Svea Bogue (former Board member) were in attendance. Another new member, Mr. Ian Thomas was in attendance. He is a Librarian at the UGA Science Library. Staff members present were: Ms. Bell; Ms. Brumby; Ms. Green; Ms. Simonds, and Ms. Ovington (who recorded the Minutes).

After the Call to Order, an announcement was made by Chairman Eberhard that a plaque for past Librarians is still being worked on. There was no Public Comment.

The Minutes of the October 13, 2015 meeting were reviewed and unanimously approved (Moved by Mr. Hooper and Seconded by Ms. Adams).

The Agenda was then adopted unanimously (Moved by Mr. Boyle and seconded by Ms. Boydston). There was no Public Comment.

Financial Report

Ms. Simonds stated that we are half way through fiscal year 2016 and should be around 50% revenues and expenditures. We are at 48.45% in both revenues and expenditures and therefore, a transfer of reserve was needed to balance the budget at \$7,819.02. On the revenues side, meeting room has made more money than expected at 78%. In expenditures, equipment maintenance was high due to the new volume of copies made with the 3 new copy machines. Ms. Simonds explained that this is being addressed by additional equipment maintenance funding in FY17. Ms. Simonds explained that the state revenues were only for personnel and GLASS (formerly TBC), and that the state materials funding is at zero. The balance in the passport account was reported to be \$478,012.21. The Library Store suffered a slight loss, and plans are being made to develop some marketing to raise store sales. A report of outside grants for the region was totaled at \$304,303.68.

Committee Reports

- Book Action Committee – Mr. Boyle said his committee met and recommends no change be made in the library's holding of the DVD to be reconsidered, Gaïlo (starring Adrian Brody), nor to make any change in the shelving location of the DVD. The recommendation was then accepted unanimously by the Board (Moved by Mr. Prokasy and Seconded by Mr. Woods).

- Endowment Report – No report available as the committee has not met.
- Finance Committee – No report
- Friends of the Library – Mr. Boyle reported the Spring Book Sale date is March 9-12, 2016. Mr. Boyle also reported there will be an event with Will Harlan on February 24, 2016.
- Winterville – Mr. Eberhard reported on behalf of Ms. Linda Jones. Their Election of Officers has been tabled for now. Mr. Eberhard also announced two new members to the Winterville Advisory Board: Mr. Jack Eisenman and Ms. Angell Darvalics.

Director's Report from Valerie Bell:

News from the State (GPLS)

- **Hot Dog Day** will be held on Wednesday, January 27, 2016 at the State Capitol. Hot Dog Day gives library staff members, Trustees, Friends and other supporters from across the state the opportunity to meet with their elected officials in the General Assembly to voice their support for public libraries. This year, we are advocating for the expansion of the Bogart branch and also for a reinstatement of funding from the state for materials. The event starts at 11:30 am. It would be nice to have a delegation of Friends and Board members attend. If you are interested in attending, please let me know.
- ACCL received a very nice thank you card from **Wendy Cornelisen, Assistant State Librarian for Library Innovation and Collaboration** for our role in the GPLS sponsored **"Every Child Ready to Read"** Workshop held in October 2015.

Administrative Report & Updates

Valerie Bell, Library Director

- The annual AUP (Agreed-Upon Procedures) **Audit** was performed by Michael J. Foxman, Interim chief Audit Officer for the Board of Regents from Monday, December 14 thru Wednesday, December 16, 2015. The AUP was conducted using the agreed-upon procedures standards normally associated with standards established by the American Institute of Certified Public Accountants. Mr. Foxman reviewed 18 procedures. While most of the findings were reported as *"We did not note any exceptions as a result of our procedures"*, there were five procedures with findings and recommendations. The findings were related to

“weaknesses in the system of internal control due to inadequate separation of duties”. In brief, we don’t have enough checks and balances built into the system. In the 2016 budget and staffing reallocation, we did plan for an additional part-time assistant in the Business Office by mid-February. We have posted the position and received numerous applications. Mamie and I will be interviewing and expect to have a person hired by the end of the month. Since the AUP Report is intended for ARLS, I would like to share the complete findings with the Regional Board on January 21, 2016.

- The **2015 Staff Development Day** on November 11, 2015 was very successful. The staff enjoyed the variety of classes and having a day with coworkers from other branches. There was nearly 100% staff attendance. Guest Speaker Rita Oakes offered the Keynote address entitled “Blackbelt Librarian” (from the book with the same title). This addressed the topic of library security, and included a section on Active Shooter training. There were 11 breakout sessions including training on Genealogy, Instagram/Social Media, Library Aware (our Public Relations software program), the PINES catalog, MANGO (a database which teaches foreign languages), and various new technology equipment for the staff to use and learn more about. One portion of the day that was very successful was having the staff “Reimagine Your Library” as the ARLS library of the future. Many new services were discussed and the Resource Team will be evaluating the potential of those newly-imagined programs & services.
- Last quarter, we were asked who the responsible signature for the lease of the **Pinewoods rented mobile facility** is. Lorena Gay-Griffin made inquiries and received a response from Bill Berryman, ACC Attorney. In his response he stated that he believes that the Regional Board is the legal entity that has authority to sign contracts (in this case, the lease).

Development & Grants

Valerie Bell, Library Director

- The Teen Services Department applied and received a **Great Stories Club grant** from the American Library Association. This grant provides reading material for at-risk teens. The library will be partnering with Ombudsman to host the meetings and two UGA professors and a community activist will be participating in the discussions, as well. The first book distribution and meeting will be held February 4th, and the final meeting will be held May 12th, with meetings every two weeks. The books to be distributed and discussed are *The Hunger Games* by Suzanne Collins, *Feed* by M. T. Anderson and *March*

Book One by John Lewis. Partners in the grant include the Clarke County School District, the University of Georgia and Lemuel LaRoche.

- In January, Pinewoods Branch Manager Aida Quinones will begin her **People and Stories “Reading Deep in the Community”** program, which is grant-funded through the National Endowment for the Humanities.

Partnerships

Valerie Bell, Library Director

- An official Partnership has been requested & recommended for **UGA Extension for Agriculture & Natural Resources**. This group already meets at the Library at no charge as a County agency. This would be a true partnership. In their letter of request, they stated that as a partner, they would put the ACC Library logo and partnership information on all their promotional materials. They would also announce the partnership during the intro for each workshop and thank the library for its support.

Public Services (ACCL)

Trudi Green, Assistant Director

Toby Mayfield, Circulation Manager

- The Athens-Clarke County Library recently acquired **additional lighting in the New Books-Browsing area**. The additional lighting makes it much easier for patrons to browse and highlights our newest materials.
- During November’s Circulation staff monthly meeting, the discussion was focused on personal customer service experiences; things to avoid and things to strive towards. At their January meeting, **Circulation Manager Toby Mayfield will lead** the launch of a “**new**” **approach to customer service** that incorporates meeting an even higher standard of service.
- In November the **new kids PINES cards** arrived. The cards feature the art of Georgia illustrator Michael P. White. One design has a fun bird and the other showcases a goat. Members of the Circulation staff have signed up many kids with the new cards. The goat design seems to be the most popular.

Heritage Room

Angela Stanley, Heritage Room Librarian

- Completed the “**Saving Stuff**” series with Natalie Wright, Digital Media Librarian. We had maximum attendance at all programs and received excellent feedback from patrons. We hope to offer the series again next Fall.

- The annual “**Night Owl Prowl**” was another success, with 26 in attendance. This event is co-sponsored through our partnership with the Clarke-Oconee Genealogical Society.
- The Heritage Room currently has **three Interns** working on our local history endeavors:
 - A Digitization Intern (unpaid), who is largely responsible for scanning microfilm of the Flagpole Magazine and uploading scanned images of Athens-area high school yearbooks to the Internet Archive.
 - An Archival Processing Intern (paid, 17 hours/week), who is responsible for arranging, describing, and creating metadata records for our 19th and 20th century archival collections.
 - An Intern who has been with us for some time, and has converted and uploaded 84 individual interviews with Athens-area WWII veterans, conducted as part of a 1994 project called Rendezvous with Destiny. This Intern will be creating promotional and curriculum materials for use by public school teachers, and will continue to help inventory, assess and convert other recorded oral histories in our collection.

Information Services
Trudi Green, Assistant Director

- **Passport Services moved to the second floor** in October, a very positive change for both staff and patrons.
- Passport agents completed their **annual refresher and re-certification course**. All three new Reference staff members have either attended new passport agent training in Atlanta or are scheduled to do so this month.
- Eighteen ARLS staff members were able to attend one day of the **Georgia COMO conference**, and some presented. They learned a lot and came back with some great ideas.
- Adult Services/Heritage Room, Teen Services and the Youth (Children's) Services departments collaborated to host **Star Wars Day** in December. Over 100 residents of all ages attended to create Star Wars-themed bookmarks and Shrinky Dinks, complete a Jedi training course, and answer Star Wars trivia, to name just a few of the activities held on that day. The event was organized in large part by Librarian Joan Dunlap and Digital Media Librarian Natalie Wright. Staff from all library departments helped make the day a success.
- The ACC Library will be one of several sites in the ARLS-area to offer **free tax assistance from AARP**. Last year was the first year ACCL offered tax

assistance at the library. It was very much welcomed by our patrons, and we look forward to having them back for the 2015 tax season.

- In February, ACCL will be one of several locations in Athens to **exhibit artwork from the “Do Good Fund” Southern Photography Initiative.**

Teen Services

Priscilla Lewis, Teen Services Coordinator

- The Teen Services Department introduced a new & ongoing monthly **basic Acting Workshop program** lead by new Teen Dept. staff member Mr. Jayln Fleming. He has close to 30 teens participating, and the teens love it.
- The department also partnered with “**Kendo at UGA**” to demonstrate kendo (a Japanese form of fencing) to the teens at the library. The teens had a great time and were able to practice some basic martial art moves.
- We partnered with UGA's “**Improv Athens**” to give improvisation comedy workshop for the teens. A majority of the teens were not familiar with improv and asked the members to return.
- **The Music Club** continues, thanks to a dedicated volunteer and former staff member. The Music Club allows teens to play their favorite songs for the group and then the group discusses why they like or do not like the music. It helps the teens with their critical thinking skills, and they enjoy the interaction.

Volunteers/Library Store

Eddie Whitlock, Volunteers & Library Store Manager

- We are partnering with the **Advantage Behavioral Health System and the community group "Fine Finish"**, made up of adults who are challenged developmentally. Members of this group now volunteer at the library on Wednesday mornings. They clean the tables and chairs in the multipurpose rooms as well as the seats in the Auditorium. They are gaining experience in a real work environment.
- The Library Store has several **new local artists and craft makers who are consigning their work.** The vendors keep 70 percent of the sales. The library keeps 30 percent.

Youth Services

Evan Bush, Youth Services Coordinator

- In October the annual “**One Spooky Night**” program was building-wide event, with 252 patrons in attendance, and shared seasonal stories at Barrow Elementary for their Storybook Parade assembly.
- This November we partnered with Jenn Graff from UGA for staff development day to train staff in **how to get involved in the Georgia Children’s Book Awards**.
- December was quite busy with our first **holiday craft fair and the traditional winter puppet show** with 372 in attendance.
- Upcoming highlights for January and February include a new **Spanish Storytime** on the second Friday of every month, an **Ezra Jack Keats collage class**, and programs on **Norse mythology**, **Chinese New Year** and **Mo Willems’ birthday party**. In January, we also begin our **Pre-k Outreach Storytime** program for all ACC Pre-K classrooms.

Information Technology

Greg Deal, Computer Operations Manager

- ACC Library recently **upgraded to a ZoneDirector wireless controller** and new access points with greater range and functionality.
- ACC Library **Multipurpose Rooms and the Appleton Auditorium are being re-cabled** to improve signal capacity for projection and sound system and to implement correct cable specifications for the Crestron audiovisual system. In addition, the library plans to provide laptops at the podiums in order to have standardized and reliable equipment for programming.
- Digital Media Center will offer the **MakerBot 3-D Printer for public use** starting in January.
- **Public Technology training classes** included the following: A special InDesign class for a homeschool group, a special class covering Photoshop and Illustrator for four employees of the Public Utilities Department, and two new class topics were introduced: “Windows 10” & “Advanced Google”.

Athens-Clarke County Branches

Lorena Gay-Griffin, Assistant Director Regional Services and Outreach

- **Winterville** –Branch Manager Austin Jenkins conducted a massive-scale **scanning project, assuring the catalog correctly reflects the books on**

the shelf. In the process, he weeded extensively, making a marked improvement in the appearance of the shelves. Since an increase in his hours, Austin has also been conducting computer classes there that have been previously offered by Athens-Clarke County Library staff.

- **East Athens and Lay Park Community Centers** – Both Community Centers received **new computers in their computer labs.** These were purchased by Athens-Clarke County but offer the opportunity for the library to conduct computer classes on-site.
- **Pinewoods Branch** – The branch celebrated **Hispanic Heritage Month** with programs and a festival that drew over 350 people. A grant from the American Library Association and the National Endowment for the Humanities, “500 Years of Latino History,” provided funding for the festival, in addition to other projects and programs in the county. The branch filled its 10-hour **Branch Clerk-Custodian** position which had previously been vacant. This fall, Pinewoods ran a computer programming club using volunteers from the University of Georgia. Also, Dr. Silvia Nogueron-Liu conducted a 12-week **early literacy project for 1st-3rd graders and their parents.** Thirteen families participated. On December 21, Santa visited the branch, providing gifts to 120 children.

Staff News

Valerie Bell, Library Director

- **Angela Stanley**, Head of Archives & Special Collections, **presented at the Society of Georgia Archivists annual conference** in a panel titled, “Identifying and Keeping Volunteers” in October. This session discussed how archivists at three different types of institutions have worked with members of the public to provide mutually beneficial experiences for both the volunteer and the repository. Topics included the identification of projects for volunteers with a wide variety of backgrounds and experiences and maintaining interest and dedication over time. Librarian **Beth Whitlock** also attended the conference.
- **Angela Stanley** attended a weeklong retreat at Amicalola Falls and a two-day seminar in Savannah as part of her participation in **PINNACLE (Public Library Institute for New and Creative Leadership Education).**
- **Priscilla Lewis** attended training in Chicago in November for the **Great Stories Club grant.**

- **Staff held a holiday cookie swap/fund-raiser** for the local non-profit Project Safe. Several staff members brought in homemade cookies to share with their colleagues, and many more donated money or a toy for Toys for Tots. This staff event was organized by Librarian **Tammy Gerson**.

New Business

ACC FY17 Budget Request to Commission – Ms. Simonds and Valerie Bell presented the Athens-Clarke County Independent Agency Budget Request for Fiscal Year 2017. This would include a 4.51% increase which includes a 2% salary increase for staff, an additional Human Resources position at \$30,000, \$2000 more in equipment maintenance, \$500 more in insurance and a capital project for Pinewoods at \$21,000. As specific details are still being finalized, the Motion was to approve the Concept of the Budget Proposal (Moved by Mr. Prokasy and seconded by Ms. Boydston) – unanimous.

Committee Appointments will be worked on and relayed at the next meeting.

Announcements:

Mr. Eberhard advocated that members attend Hot Dog Day and to write to legislators.

Adjournment

The meeting was adjourned at 5:15 pm (moved by Mr. Boyle, seconded by Mr. Thomas).

ATHENS-CLARKE COUNTY LIBRARY BOARD

Minutes, April 12, 2016 Meeting

Athens-Clarke County Library Board Room

In Chairman Eberhard's absence, Vice-Chairman Craig Pascoe called the meeting to order at 4:01pm. Trustees present included: Ms. Adams, Ms. Boydston, Ms. Cullen, Ms. Darnell, Ms. Dodson, Mr. Hopper, Mr. Pascoe, Mr. Prokasy, Mr. Thomas, Mr. Thompson, Mr. Timmons, and Mr. Woods. Ms. Bogue, Mr. Boyle, Mr. Eberhard, and Ms. Jones were absent. New member in attendance was Mr. David "Chip" Woods (reappointed for second term). Staff members present were: Ms. Bell; Ms. Green; Ms. Gay-Griffin; Ms. Simonds, and Ms. Ovington (who recorded the Minutes). There was no Public Comment.

The draft of the Minutes of the January 12, 2016 meeting were reviewed and unanimously approved (Moved by Mr. Prokasy and seconded by Mr. Woods).

The Agenda was then adopted unanimously (Moved by Mr. Hopper and seconded by Ms. Darnell).

Financial Report:

Ms. Simonds stated that we are three quarters of the way through fiscal year 2016 and should be around 72% revenues and expenditures. We are at 48.45% in both revenues and expenditures and therefore, a transfer of reserve was needed to balance the budget at \$7,819.02. On the revenues side, meeting room has made more money than expected at 100%. In expenditures, equipment maintenance was high due to the new volume of copies made with the 3 new copy machines. Ms. Simonds explained that this is being address by additional equipment maintenance funding in FY17. Ms. Simonds explained that the state revenues were only for personnel and GLASS (formerly TBC), and that the state materials funding is at zero. The balance in the passport account was reported to be \$478,012.21. The Library Store suffered a slight loss, and plans are being made to develop some marketing to raise store sales. A report of outside grants for the region was totaled at \$304,303.68.

The Financial Report was then accepted unanimously (Moved by Mr. Timmons and seconded by Ms. Boydston).

Committee Reports:

- Book Action Committee – No Report
- Endowment Report – No report available as the committee has not met, per Ms. Darnell.
- Finance Committee – No Report
- Friends of the Library – Mr. Boyle was not present, so Mr. Ian Thomas reported that the FOL Book Sale was a success. The chairman reported that they are already planning for this summer's events including a book sale August 24-27.
- Winterville – No Report, as Ms. Jones was not in attendance.

DIRECTOR'S REPORT
to the
ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES
Prepared & Submitted by Valerie Bell
Tuesday, April 12, 2016

News from the State (GPLS)

Valerie Bell,

Library Director

- The State Budget has been sent to the Governor for signing. It seems like good news so far for libraries.
 - \$2 million for major repair and renovation (MRR) projects at public libraries
 - \$2 million for computer and technology replacement
 - Up to \$670,421 for merit salary increases for state-reimbursed library and GPLS employees. This amounts to approximately 3% increase. State funded staff have not received a raise for several years.
 - \$7.8 million in bond funds for four major library construction projects; including \$1.8 million for the ARLS Bogart Branch expansion.
 - A .25 cents per capita allocation for library materials, the first so specified apportionment in nearly a decade.
- ACCL will be the location for four Statewide events in April and May. The GPLS Directors meeting, The Friends of Georgia Libraries meeting, the GPLS Business Officers annual meeting, and the Georgia Genealogical Society.

Administrative Report & Updates

Valerie Bell, Library

Director

- A-CC has established a Youth Development Taskforce. The purpose is to support at-risk youth and to deter them from joining gangs. The taskforce includes many community leaders, government officials, non-profit and for-profit organizations. One plan that has come from this taskforce is the "Summer Youth Ridership Program". This program, put forth by the Transit Authority, will allow children up to the age of 18 to ride the public bus system for free during the summer months. The program starts the day school is over for summer break and will continue until the day school starts again in the fall. While this seems like a good idea for area youth, it does present some concerns for us. In that we can conceivably have large numbers of children visiting the library for long periods of time throughout all open hours. We have made some initial plans to increase library partnerships with local community leaders to help with activities for the children. However, we won't know how many children will be coming on what days or for how long. We currently have security (police) working in the library from 3:00 – 9:00 Monday through Friday, and from 2:00 – 6:00 on Saturday and Sunday. For crowd control alone and to ensure a safe and welcoming environment for all of our patrons, I would like to hire an additional security/police shift from 10:00am – 3:00 Monday thru Saturday. At \$25.00 per hour for police, I estimate that this will cost the library approximately \$10,000 over the summer. I would like to use passport revenues to fund the additional police officer. Vote took place to approve having Security Guard shifts during the summer, as needed, up to \$10,000 to be taken from Passports fund (motioned by Ms. Dodson seconded by Mr. Hopper, unanimously approved).
- The Resource Team is also working on updating the "Patron Responsibilities & Conduct Policy". The first draft is attached. We have reviewed the policy of libraries from across the country and Georgia for best practices. I expect that the final draft will be available for the Policy Committee's review prior to May 2016. I am requesting the Board accept and adopt the recommendation of the Policy Committee

and allow us to implement the new policy prior to the next official meeting in June. Vote took place to approve Draft #1 of the "Patron Responsibilities & Conduct Policy" to go into effect May 2016 (motioned by Mr. Prokasy seconded by Ms. Adams, unanimously approved).

- I have been working for ARLS for one full year as of April 1st. I used this time to learn, evaluate and reach some conclusions on how to move the organization forward. I have concluded that in the next year, we will move forward by establishing written guides, procedures, and processes that will ensure all staff are trained and aware of organizational expectations. Examples of the tasks we plan to establish/complete are:
 - new website
 - organizational intranet (internal communication)
 - monies- handling procedures
 - time management software
 - equipment inventory update & maintenance
 - policy updates
 - purchasing procedures
 - budget tracking process
 - onboarding/orientation of new staff
 - staff training plan
 - position/job/task standards
- Planning for summer reading is underway in all departments. The theme for the adult summer reading program is "Exercise Your Mind", the Teen program is called "Get in the Game: Read", and the children's summer reading theme is "Ready, Set, Read." The staff around the Region is enjoying thinking of programs that will incorporate physical exercise and mental exercise in the summer reading theme.
- Angela Stanley, Head of Archives & Special Collections will begin digitizing all of the various ACCL and ARLS Board meeting Minutes. This is great news since it will allow access to our records.
- Rhiannon Eades reported that the Library is doing a 'Reimagine Your Library' campaign with a billboard on Broad Street in downtown Athens. The Athens Regional Library Facebook page has reached over 3,000 fans, with 1,000 fans being added within just the past 8 months. Ms. Eades stated that followers were live tweeting about the Fairy and Elf festival which was held this past weekend at Athens-Clarke County Library. In order to increase the social media following of Athens Regional Library on Instagram, Ms. Eades is doing a giveaway on the Athens Regional Library Instagram account of a tote bag full of goodies, which includes an Amazon Kindle. Followers are instructed to like a designated picture on the Athens Regional Library Instagram account and tag a friend. The follower will then have their name entered into a drawing. Employees of ARL are also eligible for a prize if they post a picture of things happening at the library and tag a friend. Employees will be entered into a drawing for a \$50 Amazon gift card.
- We would like to update, for accuracy, the Trustee Board member list. Please take a moment to review your information on the attached document and note any corrections or additions that need to be made to your service.

Business Office

Mamie Simonds, Business Office Manager

- Working on cleaning up/out and organizing the file room with the help of the new Business Office Assistant. This is one of the major tasks that has been in need of updating. Mamie estimates that this will be completed by the start of the new fiscal year.
- Passport revenues reached the highest number/amount in this reporting period since the inception of the service. In March alone, 634 passport applications were processed.

Development & Grants

Donna Brumby, Assistant Director

- ALA / Association for Library Service to Children (ALSC) Día Turns 20 Mini-grant was awarded for providing programming and free books for children at East Athens Resource Center, Lay Park Resource Center, Pinewoods Library and Learning Center, and the Winterville Library. Funded by the Dollar General Store Literacy Foundation, this \$2000.00 grant will pay for visits by the Wren's Nest Ramblers storytellers from Joel Chandler Harris' Wren's Nest in Atlanta, and for books by multicultural authors to be given to participating children. The grant marks the twentieth anniversary of El día de los niños / El día de los libros, an annual celebration of children and books.

Partnerships

Valerie Bell, Library Director

- The Children's Department partnered with a number of community groups and businesses for some of their most successful programming this quarter: Dr. Seuss's Birthday, where the partners were Avid Bookshop and Random House Kids; Snakes Alive where the partner was the Sandy Creek Nature Center; and various storytime events held at the Athens Home Show and Wee Read Expo held at the Georgia Square Mall.
- The Heritage Room is partnering with the Clarke-Oconee Genealogical Society, the Georgia Genealogical Society, the Athens Historical Society, and the Digital Library of Georgia to present some exiting programs including: I Seek Dead People: A Teen's Intro to Genealogy; Your Family's Legacy in Recipes; Finding the Burials: Using FindAGrave and Billion Graves; Indigo: A Saturated History; Finding Your Immigrant Ancestor; Researching Black Ancestry in a White World.
- The Heritage Room is also partnering with local Girl Scouts and Boy Scouts seeking to earn an Archives Badge, a Genealogy Badge, Boy Scouts Genealogy Badge, an American Heritage Badge and a Historic Preservation Badge.
- ACCL is partnering with UGA College of Education to provide programming assistance and promotion of their National Endowment of the Arts Big Read grant. This year's Big Read <https://coe.uga.edu/events/recurring/big-read> focuses on the poet Robinson Jeffers. The library will host "Robinson Jeffers' Observations in Nature" at 6:30 pm on Tuesday, April 12.

Information Technology

Greg Deal, IT Manager

- ACC-Library Multipurpose Rooms and Appleton Auditorium have been re-cabled in order to implement correct cable specifications for Crestron AV system. In addition, the library has purchased and configured laptops to provide for the public, and we are in the process of detailing staff procedures for use in the meeting rooms.
- Created **Book Us!** A webpage for one-on-one tutorials. This is the new one-to-one tutorial offered by the Technology training team, the Heritage Room staff and the Reference Librarians. Patrons can request special training sessions to learn a specific skill with one of our "experts".
- Digital Media Center is now offering 3D printing for the public.
- Programming highlights for the Digital Media Center (Natalie Wright) include:

- Over 12 different topics offered in weekly classes.
- Developed a packaging system for the Chromebooks so they can safely travel to branches through the courier.
- Taught 3D modeling and demonstrated the Makerbot at Oconee Co. Library for Teen Tech week. Repeated the 3D Modeling class for Athens teens, plus had the biggest crowd (24 teens!) ever for an Afterhours podcasting class.
- Programming highlights for the Training Center (Sean Hribal) include:
 - Over 12 different topics offered in weekly classes.
 - Two new class topics: Windows 10 and How to Search the Internet.
 - New monthly evening classes tailored to students and professionals. Newest class: Working with Data in Excel.

Public Services (ACCL)

*Trudi Green, Asst. Director for Public Services
Toby Mayfield, Circulation Manager*

- In January, the circulation staff launched a new customer service project. “A+++ Customer Service” is all about exceeding expectations in service. The goals are:
 - Acknowledge the problem
 - Accept the patron’s truth, and
 - Attack the issue.
- Circulation staff can “Get Caught” in the act of exceeding expectations by members of the resource team. Each time they are caught, their name goes into a drawing to earn a \$25 gift card supplied by the FOL. Many of the circulation staff have been caught in the act. Circulation supervisor, Erin Wu, won the drawing the first month! The goal is to launch the project building wide as of July 1, 2016.

Heritage Room

Angela Stanley, Heritage Room Librarian

- As of March 1st, the Heritage Room expanded its public hours of operation on Thursdays by three hours. Our new Thursday hours are 10am-8pm.
- The Heritage Room team finalized and cataloged four Family History Toolkits for circulation. These kits are geared toward parents and educators who seek to get a younger generation interested in their genealogy. The kits are housed in clear vinyl tote bags and include age-appropriate books, reproducible laminated worksheets, activity ideas, and a DVD for the Pre-K and Kindergarten kit.
- This team processed fourteen archival collections including; Georgia Power Company collection; Charles Rowland IV collection; Mary Anne Ponds Braswell collection; Northeast Georgia Places of Worship collection; Athens Regional Library System records; Athens Woman’s Club records; Georgia State Normal School collection (includes the records of the U.S. Naval Supply Corps School); Rendezvous with Destiny WWII Oral History Project records; Hubert McAlexander papers; Historic Newspapers; H. Randolph Holder editorials; Delta Kappa Gamma scrapbook collection; Thomas Textile Company collection; Elijah Clarke Chapter NSDAR scrapbook collection.
- Thanks to a donation by the Clarke-Oconee Genealogical Society, the Heritage Room was able to add 12 microfilm reels of Clarke County Superior Court Minutes and other records, which were donated by COGS and are now available to the public for research from the library’s web page.

- The Heritage Room featured a series of Facebook posts on Famous African American Women from Georgia and Little Known Women of Georgia. Since we began running these posts, we have seen a dramatic increase in our reach; it is our most widely viewed posts, seen by 392 people.
- Heritage Room staff were given a behind-the-scenes tour of the Richard B. Russell Special Collections Library, including a tour of the vaults.

Information Services

Trudi Green, Assistant Director

- Staff are planning for the annual Money Smart Week activities for the week of April 23-30. This year's offerings include a focus on women-owned businesses in the community.
- The library was one of several sites in Athens to display photographs from the Southern Photography Initiative of the Do Good Fund in Columbus, GA. Other venues included the Lyndon House Museum and the Georgia Museum of Art. The works were on display from February through March.
- The library will be the site of the 2017 Green Expo in partnership with the Athens-Clarke County Recycling Division.
- The staff has been kept very busy with passport applications. So far in 2016, staff have accepted nearly 1,500 passport applications, which is a 37% increase over this time in 2015.
- Our adult coloring program, Keep Calm and Color, has met twice with enthusiastic participants each time. This program is held on the third Thursday of the month.
- Planning for summer reading is underway in all departments. The theme for the adult summer reading program is "Exercise Your Mind," and the staff are enjoying thinking of programs that will incorporate physical exercise and mental exercise.

Teen Services

Priscilla Lewis, Teen Services Coordinator

- Teen Services has continued to see program attendance increase to over 300 attendees per month.
- In February, this team partnered with Lyndon House for The Do Good Photography Initiative's teen photography workshop. Twenty-four teens attended a private tour of the photography on display in the library's Quiet Gallery and then had their portraits taken for both a display in the library and a display on the side of buildings in downtown Athens, which will be completed sometime in April or early May.
- In February Black History Month was celebrated and Teen services staff member Jayln Fleming cooked soul food for 33 teens and presented Black History Month jeopardy and dance lessons.
- Teen Tech Week was also celebrated in March with a week of programing centered around technology and what is available at the library. It was an opportunity to show off our 3D printer and hold a podcasting Afterhours event. These events were well received by our teens.
- The Teen Services Department offered two teen created programs in March: a video gaming event and a program based around dialogue in a safe space. The teens who created these programs are members of Teen Council and helped lead the programs as well.

- In April we will partner with UGA for two programs; The Japanese Student Organization will talk to our Anime Club about Japanese pop culture and UGA's Science Olympiad will join us for an Afterhours event.

Youth Services

Evan Bush, Youth Services Coordinator

- The past three months have been a flurry of activity in the Children's area. Our weekly afternoon and weekend programs are regularly bringing in 40-60 patrons each. Some of our most successful programs include Dr. Seuss's Birthday, where we partnered with Avid Bookshop and Random House Kids, and Snakes Alive where we partnered with Sandy Creek Nature Center. Other partnerships included storytimes at the Athens Home Show, Wee Read Expo and the Georgia Square Mall.
- Pre-k outreach officially began with storytimes where Evan Bush visits 2-4 classrooms each Wednesday morning. The positive response from both teachers and students has been amazing. They are so thankful to have us in the schools sharing books, songs and early literacy skills. Many of the children later make their way to the library with their families.
- The Summer Reading Program is completely planned. We've created a wonderful summer of professional performers, staff-led literature-rich programs, music, reading incentives and even a real live mermaid (our own Laura Feken)!
- Upcoming highlights include our first Fairy and Elf Festival, a partner program with the Heritage Room introducing genealogy for children, and an insect puppet show with local author Ann Blum.

Athens-Clarke County Branches

Lorena Gay-Griffin, Asst. Director Regional Services

- **Lay Park, East Athens, Winterville and Pinewoods** will all celebrate El día de los niños/El día de los libros. Pinewoods will have a program on Saturday, April 30, with trapeze classes from Canopy circus arts and a puppetry workshop with Wootens Woopets. Lay Park, East Athens, and Winterville will host a storyteller from the Wren's Nest in Atlanta on Tuesday, April 26. All children in attendance will receive a free book. The Wren's Nest is in the home of Joel Chandler Harris, who transcribed the African folktales of Brer Rabbit and Brer Fox. These are traditional stories that were brought from Africa and told by slaves on Southern plantations. El día de los niños/El día de los libros is a nationally recognized initiative that emphasizes the importance of literacy for all children from all backgrounds. It seeks to link children and their families to diverse books, languages and cultures.
- **Pinewoods** branch manager Aida Quiñones just completed her first session of "Reading Deeply in Community," funded by a grant from the National Endowment of the Humanities through the Princeton, NJ, organization People and Stories/Gente y Cuentos. Pinewoods will host four 8-week sessions that incorporate short stories and discussion concerning issues impacting women's lives in that community. The library is one of 10 in the country to be chosen for participation.
- In February, **Winterville** hosted its second Family night, in conjunction with Winterville Elementary. Parents, teachers and students came for stories and crafts and to register

for library cards. This month, branch manager Austin Jenkins attended the Public Library Association Conference in Denver, Colorado.

Staff News

Valerie Bell, Library Director

- Nine ARLS staff will be attending the PLA conference in Denver (**Toby Mayfield, Valerie Bell, Priscilla Lewis, Lorena Gay-Griffin, Josh Goodwin, Natalie Wright, Austin Jenkins, Ashley Shull and Nicole Oderisi**). The group will leave on April 6 and return on April 9. We were able to fund this through the generous support of the ACCL Friends, the Watkinsville Friends, the Regional Travel budget, and the ACCL Travel budget. I expect that we will learn quite a bit and bring it back to the benefit of the entire Regional System.
- Public Information Officer Rhiannon Eades, Circulation Supervisor Erin Wu and Digital Media Librarian/Web Master Natalie Wright attended the Athens Hip Hop Awards ceremony. They used the newly purchased hot-spot to sign people up for library cards.
- Circulation staff Aleta Turner and Joshua Foxworth, will be at the upcoming Human Rights Festival to work the ARLS table and sign people up for library cards.
- Many of Children's services staff recently attended the Georgia Children's Literature Conference, and came away both motivated and invigorated with new ideas. Evan Bush serves on the Georgia Children's Picture Book Committee.
- Donna Brumby, Lorena Gay-Griffin, Rhiannon Eades and Valerie Bell attended the Legislative Luncheon sponsored by the Athens Chamber of Commerce to hear from local legislators prior to the 2016 session.
- Mamie Simonds, Joy Ovington and Valerie Bell attended the ACCL Budget hearings.
- Mamie Simonds and Joy Ovington attended a program on Workplace Conflict at the Small Business Breakfast Club at the Chamber of Commerce. Mamie and Joy learned about the DiSC leadership style surveys and presented the DiSC survey at a Resource Team meeting.
- Assistant Director Trudi Greene and Valerie Bell attended the ACC Youth Development Taskforce meeting. We plan to regularly attend/participate with this taskforce.
- Joy Ovington, Eddie Whitlock, and Lorena Gay-Griffin attended a training class on the Volunteer Portal at Community Connection 211. They learned how to post volunteer needs, as well as job postings.

Communications:

No Report

New Business:

- Passport Fund has grown to \$478,000. Financial Committee meeting to take place regarding designating funds. No official staff training budget.
- Policy meeting to make changes to Behavior Policies, especially regarding loitering/gathering in front of doors, walking sticks/baseball bats, guns, attire such as bathing suits, etc. Sleeping and camping on library grounds are big problems. Will be voted on at July's meeting (Moved by Mr. Prokasy and seconded by Ms. Adams, unanimous approval).
- July Board meeting to be held at Pinewoods. (Moved by Mr. Prokasy and seconded by Ms. Boydstun, unanimous approval).
- Review of Board Members and terms, effort to be led by Chairman.
- Approval for \$10,000 from Passport Fund to add new police officer. Overlap shifts. (Moved by Ms. Dodson, seconded by Mr. Hopper, unanimous approval).
- Approval to make Terry Kay an Honorary Trustee for Life. (Moved by Mr. Timmons, seconded by Ms. Dodson, unanimous approval).

Old Business:

None

Adjournment:

The meeting was adjourned at 4:56 pm (Moved by Mr. Prokasy, seconded by Mr. Thomas).

Next Meeting is July 12th, 2016, at 4:00 pm at the Pinewoods Library and Learning Center (1465 Hwy 29 North Lot G-10 - Athens, Georgia 30628).

ATHENS-CLARKE COUNTY LIBRARY BOARD
DRAFT Minutes, July 12, 2016 Meeting
Pinewoods Library and Learning Center

Chairman Eberhard called meeting to order at 4:01 pm. Trustees in attendance are Ms. Adams, Ms. Bogue, Ms. Boydstrun, Mr. Boyle, Ms. Cullen, Mr. Eberhard, Mr. Hopper, Mr. Pascoe, Mr. Prokasy, Mr. Thomas, Mr. Thompson, Mr. Timmons, and Mr. Woods. Ms. Darnell, Ms. Dodson, and Ms. Jones were absent. Staff members present were Ms. Bell, Ms. Brumby, Ms. Fike, Ms. Gay-Griffin, Ms. Green, Ms. Moncrief, Ms. Ovington, and Ms. Quinones.

Ms. Gay-Griffin welcomed everyone to the Pinewoods Library and Learning Center then introduced the Branch Manager Aida Quinones. Ms. Gay-Griffin also added that Ms. Quinones was very instrumental in making this branch a success.

Ms. Quinones spoke about the “little” library and explained the wonderful things that happen. Their summer reading program has been a huge success. There have also been many children in attendance for other programs and the open chess play is particularly popular with the boys of the community. After a tour of the building, the board walked over to a garden that is partially maintained by the visitors of the library. She pointed out that the children are outside, exercising by helping to maintain the garden, learning about plants, use of the rain barrel, working clay and straw oven and volunteering. Ms. Quinones reaches out to many community organizations for help including the University of Georgia Material Reuse Department. Ms. Gay-Griffin explained the location and orientation of the new building that will be installed in August for the “new” library to be housed. The board reconvened in the library.

Chairman Eberhard passed a list of committees and assigned members for confirmation of accuracy. He then stated he would take suggestions of any changes or appointments to the various committees from the board.

The Draft of the Minutes of the April 12, 2016 meeting were reviewed and unanimously approved (Moved by Ms. Bogue and seconded by Ms. Adams).

The Agenda was then adopted unanimously (Moved by Mr. Prokasy and seconded by Ms. Boydstrun).

Financial Report:

Ms. Fike stated that the fiscal year 2016 had ended June 30th with 99.45% in both revenues and expenditures used. She also reported on the popularity of the passport service, she reported passports applied for in April = 712, May = 384, June = 336. Ms. Green stated that all revenue is from new passports and no additional marketing is used. There is information on the ACCL website and we are listed on the State of Georgia website as well. We offer the passport service everyday which may increase the volume.

The Financial Report was then accepted unanimously (Moved by Mr. Hopper and seconded by Ms. Timmons).

Committee Reports:

- Book Action Committee - Mr. Boyle reported on the request to keep "The Tales of Ali Baba and the Forty Thieves" in the collection. After review of the book it was decided to keep the selection, only relocating it out of the Children's Department due to more advanced content. Mr. Boyle reminded the Board of the Friends of the Library book sale slated for August 24 - 27, 2016 and any donations will be accepted.

The recommendation was unanimously approved (Moved by Mr. Prokasy and seconded by Ms. Boydston)

- Endowment Report - Ms. Bogue stated that the fund has grown and is managed by the Frierson Group of Merrill Lynch Wealth Management. She also relayed that only \$30,000 was used for the FY2016 including the "Reimagine your Library" campaign and assured the board that the expenditure for FY2017 will not go over 4% of the total. Ms. Adams stated that in the past the majority of the money has been used for books but the committee would like to include supplies and will entertain ideas at the meeting scheduled in September or October. Ms. Bogue continued stating that Joe Frierson would be glad to meet with the Endowment Committee or the Board to discuss reassignment of the current account to ensure the best investment outcome. Mr. Eberhard stated he would like clarification of the Endowment Committee policies and processes, Ms. Bogue stated there are specific policies in place and will report after their next meeting.
- Finance Committee - Mr. Thomas reported that the amount requested from ACCUG was \$85,000 and the amount received was \$20,000 this resulted among other things, in only a 1% increase for staff compensation. Also suggested by Finance Committee is to use \$10,000 from the passport fund to complete expansion of the Pinewoods Branch. Also, there was another recommendation of leaving a base of \$175,000 in the Passport account at all times and invest the rest. Several types of investments have been suggested such as the Athens Community Foundation, but which type of investment is still in discussion before a recommendation to the Board is made.

The recommendation to use \$10,000 for Pinewoods expansion was unanimously approved (Motioned by Ms. Bogue and seconded by Ms. Adams)

The request to keep a minimum of \$175,000 in the Passport fund was unanimously approved (Motioned by Mr. Hopper and seconded by Mr. Woods)

- Friends of the Library Report - Mr. Boyle reminded the Board of the Friends of the Library book sale slated for August 24 - 27, 2016 and any donations will be accepted. The FOL makes approximately \$1.00 per book sold and is responsible for many Café au Libris events, also the Family Fun Day this past year.
- Winterville - No Report, as Ms. Jones was not in attendance.

Director's Verbal Report:

- Thank you notes from ESL Class for hosting their weekly meetings, GPLS for hosting the PINES Conference, GPLS for hosting the Business Managers Meeting, GPLS for hosting the quarterly Director's Meeting were shared with the Board.
- Also shared was the new Patron Conduct Responsibilities flyer that is handed to patrons who are in violation. Our security officer has made an incredible difference in the atmosphere of the library as a whole.
- Fans with the Athens Regional Library System logo were given to Board members; these have been used at a variety of venues including AthFest and are wildly popular.
- Adult Services will be offering a Community Wellness Fair on July 23rd for anyone interested.
- TRS has notified there will be an increase in employer share from 14% to 16% for Fiscal Year 2018.

New Business:

- Approval of the ACC Library Budget - Shortfalls of budget were discussed. Budget was unanimously approved (Moved Mr. Timmons, seconded Ms. Bogue)
- Approval of the ACCUG Library Budget - Mr. Eberhard's signature was confirmed and unanimously approved (Moved Mr. Timmons, seconded Mr. Thomas)
- SPLOST funding discussed and suggested to research information such as dates and ideas for future meeting. Ms. Bell and Mr. Eberhard will meet and discuss moving forward.
- Discussion of issues with Simplex-Grinnell (fire and security system) and the possibility of replacing vendor after reviewing contract. It was agreed for Ms. Bell and Mr. Timmons to review contract and discuss performance of company for presentation to Board for approval.

Motion to investigate aspects of remedying the situation unanimously approved (Motion Mr. Pascoe, seconded Mr. Thomas, and Abstained Mr. Timmons)

- Mr. Eberhard announced with the end of terms approaching for some members he would like to see all Board members to reach out to a more diverse group of people to fill the vacant seats.

Old Business:

None

Adjournment:

The meeting was adjourned at 5:30 pm (Moved by Mr. Boyle, seconded by Mr. Thomas).

Next Meeting is October 12, 2016, at 4:00 pm in the Board Room of Athens-Clarke County Library.

ACCL Board Meeting July 12, 2016 SUMMARY OF VOTES

Staff present: Val, Trudi, Mamie, Lorena, Donna, Joy, Lisa

Minutes approved unanimously:

Moved) Bogue

Seconded) Adams

Agenda approved unanimously:

Moved) Prokasy

Seconded) Boydstun

Approval of Financial report from Business Manager, unanimously:

Moved) Hopper

Seconded) Timmons

Acceptance of the recommendation of the Book Action Committee, unanimously:

Moved) Prokasy

Seconded) Boydstun

Approval of Finance Committee recommendation for \$10,000 to be taken from Passport Fund for Pinewoods expansion, unanimously:

Moved) Bogue

Seconded) Adams

Approval of leaving \$175,000 minimum balance in Passport fund at all times, unanimously:

Moved) Hopper

Seconded) Woods

Approval of line item Budget FY2017, unanimously:

Moved) Timmons

Seconded) Bogue

Approval of Wally Eberhard's signature on contract with Athens-Clarke County Unified Government, unanimously:

Moved) Timmons

Seconded) Thomas

Approval to allow investigation of Simplex Grinnell contract in aspects to resolving issues, unanimously:

Moved) Pascoe

Seconded) Thomas

Abstained) Timmons

Adjournment, unanimously:

Moved) Boyle

Seconded) Thomas

ATHENS-CLARKE COUNTY LIBRARY BOARD
DRAFT Minutes, October 11, 2016 Meeting
Athens-Clarke County Library Board Room

Chairman Eberhard called the meeting to order at 4:03 pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Cullen, Chairman Eberhard, Mr. Hopper, Ms. Jones, Mr. Prokasy, Mr. Thomas, Mr. Thomas, Mr. Timmons, and Mr. Woods. Absent were Ms. Adams, Mr. Boyle, Mr. Pascoe and Mr. Thompson. Staff members present were Ms. Bell, Ms. Brumby, Mr. Burns, Ms. Fike, Ms. Gay-Griffin, Ms. Green, Ms. Moncrief, and Ms. Ovington.

Announcements:

Chairman Eberhard announced that all members serving on the board and retiring from the board would be listed on a plaque in the hall/corridor of the main library as a testament to each member's service.

Public Comment:

Chairman Eberhard recognized Mr. John Gaither, who spoke about a local librarian turning 101 years old. "In the late 1950's, Ms. Murray was the only black librarian at the time and worked in the only library available to African Americans in Athens". The library was located on Hancock Ave., near Chase Street, above a doctor's office. She has also devoted her life as a public servant promoting the library system. Mr. Gaither wanted to suggest that at the very least we recognize her devotion and service with the same attention to detail as a retiring board member. Chairman Eberhard agreed to write a letter of Thank You and Ms. Bell stated that she would be recognized. Mr. Gaither also gave the contact information for Ms. Murray. The Board thanked Mr. Gaither for his comments.

Approval of Minutes:

The Draft Minutes from the July 12, 2016 regular meeting were unanimously approved (Moved by Ms. Bogue, Seconded by Mr. Prokasy)

Approval of Agenda:

The Agenda was then adopted and unanimously approved.

Endowment Updates:

Chairman Eberhard introduced Mr. Joe Frierson and Ms. Meg Parker of The Frierson Group/Merrill Lynch who presented the investment portfolio of the Endowment for the library, which included a copy given to each board member. Ms. Bogue stated the endowment began over 20 years ago and the committee decided to be more aggressive with the investment and money management than in the past. She added "The Frierson Group follows the policy statement of the endowment group and manages the endowment funds very well". Mr. Hopper asked "What is the management fee?" Mr.

Frierson stated 1% annually. After the review, Ms. Bogue stated that she and Director Bell were listed on the account and could make changes if required and a monthly statement comes to the library which Ms. Fike shares with the Endowment Committee and would be happy to share with any board member interested. Chairman Eberhard thanked Mr. Frierson and Ms. Parker for their information.

Financial Report:

The report was given by Mamie Fike, Business Manager. She stated that the 1st quarter of FY2017 was following the budget with Revenue at 24.25% and Expenditures at 23.85%. She also reported the Passport profit for the first quarter was \$11,240.55 and that the US Government may raise the fees charged for assisting with application to \$35.00 per person which would be additional revenue and will keep the board updated if any changes are made. There was discussion as to how money was used from the passport fund; Ms. Dodson stated "It was a dangerous habit to use money consistently from that account, that it should be a reserved account". Chairman Eberhard reminded everyone that the Finance Committee does take that into account before any transfer of funds. The Financial Report was accepted and was unanimously approved. (Moved by Mr. Thomas, Seconded by Ms. Dodson).

Committee Reports:

Winterville: We are encouraging new interest in library board and seeking new members.

Director's Report:

- The City of Winterville is interested in partnering with ACCL to relocate the Winterville Branch to the second floor of a historical building which houses the Community Center. This project may be able to move forward as early as FY2018.
- ACC resident Mr. Valdon Daniel, Superintendent Phillip Lanoue, Valerie Bell and Lorena Gay-Griffin met to discuss the possibility of partnering in a joint library on the East Side that would act as school and public library.
- The Clarke Middle School Principal Tad MacMillan and 21st Century Coordinator met with Valerie Bell and Priscilla Lewis to discuss a partnership program that would provide some much needed support and oversight of the afterschool children from 3:00 - 6:00. We have the space and this would not only provide structured and positive influences for the students but also make the library a welcoming comfortable environment for all. This has the possibility of being an award winning program between the school system and public library. It would be a win-win situation for both sides if all obstacles can be overcome.
- The alarm company SimplexGrinnell is working on an agreement to cease the current contract.
- The summer security contract has come to conclusion as of September 30th. With daytime security, the overall library environment has improved dramatically. The

security has developed a positive yet firm and supportive relationship with patrons and staff. Director Bell is requesting the consideration by the board to adding additional funds needed to the library operations to continue our daytime security.

- We have secured the President of the National Public Library Association and Director of the Cleveland Public Library, Felton Thomas as our key note speaker for Staff Development Day, November 9th. There will also be a reception at the Taylor-Grady House on November 8th to welcome Director Thomas to Athens. We invite all of the board to participate in both.
- Avid Books is hosting a fundraiser event to celebrate the book stores 5th year on October 21st. They will be accepting donations for books they are normally unable to sell. They would then pass the money on to our organization; they would also encourage purchase of books to be donated to the Pinewoods branch. It is a very nice and generous offer.
- Pinewoods project is over budget approximately \$3,500 primarily due to higher than expected estimates, required handicapped parking and unexpected fees. Ms. Gay-Griffin stated that the ribbon-cutting is planned for Sunday, November 13th @ 2:00pm, more information will be forthcoming.

Communications: None

New Business:

Nominations to fill outgoing Board Members positions:

- Julie Darnell for Chairman. No other nominations - (Motioned by Ms. Dodson, Seconded by Mr. Timmons) Unanimously approved
- Chip Woods for Vice Chairman. No other nominations - (Motioned by Ms. Dodson, Seconded by Mr. Hopper) Unanimously approved.
- Ian Thomas for Treasurer. No other nominations - (Motioned by Ms. Dodson, Seconded by Mr. Woods) Unanimously approved.
- The new positions will start on January 1, 2017.

Planning SPLOST:

Ms. Bell would like for a planning committee to be formed to start the new SPLOST process. Mr. Hopper stated that nominations had not begun but starting the development of the proposal was a good idea. After much discussion between board members it was agreed that although we use part of the fund to replenish our collection, the money has to be attached to a substantial capital item such as a machinery to sort or check out books, solar panels or new library. This will be discussed further in the future. Chairman Eberhard mentioned that the board should try to receive as much funding as possible from the city to support such a wonderful establishment.

Carl Vinson Institute:

Chairman Eberhard suggested for the board to plan a “working retreat” to discuss and compile thoughts for the future vision, mission and goals of the library and board. This particular institution helps give structure and organization to the process. The cost for a day’s service is \$2300.00. Mr. Thomas suggested to reconsider at next board meeting when new board members have taken their positions. Ms. Cullen is concerned with the cost, fatigue of a whole day of discussion when committee’s may be assigned the task and report back to the board. It was decided to be discussed at the next board meeting.

Board Actions: None

Old Business:

Ms. Dodson asked about book donations. What is the process? Ms. Bell responded that all donations are reviewed for use in our collection if appropriate. If the item is not needed they are given to the Friends of the Library for their book sales.

Recognition of Outgoing Trustees:

- Chairman Eberhard presented the following outgoing members of the board with a Certificate of Appreciation and a book plate noting service in a book that will be kept in our collection.

Julie Darnell, Linda Dodson and Linda Jones.

- Ms. Bell presented Chairman Eberhard with his Certificate of Appreciation and book along with a round of applause for every board member.
- Mr. Pascoe’s certificate will be mailed,

Meeting was adjourned at 5:26 pm

Next meeting January 10, 2017 at 4:00 pm

ACCL Board Meeting October 11, 2016 SUMMARY OF VOTES

Minutes approved unanimously:

Moved) Bogue

Seconded) Prokasy

Agenda approved unanimously

Nomination of Julie Darnell for Chairman approved unanimously:

Moved) Dodson

Seconded) Timmons

Nomination of Chip Woods for Vice Chairman approved unanimously:

Moved) Dodson

Seconded) Hopper

ATHENS REGIONAL LIBRARY BOARD

Draft Minutes of January 21, 2016 Meeting

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:32 pm by Chairman Gresham (Oglethorpe County). Present were Ms. Mills, Mr. Campbell, and Mr. Wyatt (Oconee County), Ms. Shoemaker and Ms. Bryant (Franklin County), Ms. Harrison, Mr. Rice, and Ms. Booth (Madison County), Mr. Shapiro and Ms. Westmacott (Oglethorpe County), Mr. Eberhard, Mr. Hopper, Mr. Prokasy, and Mr. Timmons (Athens-Clarke County).

Staff present were Ms. Bell, Ms. Simonds, Ms. Green, Ms. Brumby, Ms. Bowden, Mr. Mayfield, Mr. Burns, Ms. Gay-Griffin, Mr. Bush, Ms. Stanley, and Ms. Ovington (who recorded the Minutes).

The Minutes of October 15, 2015 board meeting were unanimously approved (moved by Mr. Prokasy, seconded by Mr. Wyatt). The Agenda was unanimously approved (moved by Mr. Hopper, seconded by Mr. Rice). There was no public comment.

Financial Report:

Ms. Simonds stated that we are half way through the fiscal year FY2016 and should be around 50% revenues and expenditures. Regionally, we are at 54% revenues and 46.66% expenditures. ARLS received an additional \$10,000 materials grant from the state. The expenditures for insurance are at zero because the contract will renew in March and the invoices will be paid then. Also, Ms. Simonds noted that there were no computer maintenance expenditures so far this year and that travel is at 75% of budget. A statement of outside grants was also presented for informational purposes.

Regional Reports:

Athens-Clarke County:

Mr. Eberhard presented the FY17 budget proposal draft including two things; a two percent salary increase and an increase for Pinewoods expansion.

Franklin County:

Ms. Shoemaker introduced a new member, Cindy Bryant, who was present. Mr. Darby Cannon has resigned, so there is still one Regional Board vacancy. The Royston and Lavonia Branch Manager positions were combined due to Ms. LeCroy retiring. Ms. Rosie Chitwood adjusted her hours so that she will be working full time, which will help with staffing and security needs. Ms. Slater reported that there was a Materials Reconsideration and stated that the committee is working on a solution. An Open House is scheduled for January 25, 2016 to showcase the renovation of the Lavonia-Carnegie Library branch. A retirement reception is also planned for Ms. LeCroy.

Madison County:

Ms. Booth reported that Mr. Michael Moak is back as their Chairman. Program attendance is up 38% in adult and youth programs. The STEM grant is being rolled out, and Madison County is one of eight places in the nation with the materials grant. Ms. Booth stated that the Zen Garden is growing with the addition of a new bush.

Oconee County:

Mr. Wyatt said they have a new Board Member, Rubielen Norris, retiring President of the United Way of NE GA. Mr. Wyatt reported that Watkinsville got a Vibrant Communities grant and the Friends of the Library will match the grant for Puppetry workshops. Mr. Wyatt stated that the branch is making sure State funding comes through for Bogart; they have moved up on the Board of Regents list. The Friends of the Library Book Sale will be February 4th-6th. The Friends of the Library have set up a \$4,500 fund to honor Leslie Magrori. They plan to install a bench surrounded by pavers, all done with donations. Mr. Wyatt states that Board officials were elected and no changes were made.

Oglethorpe County:

Ms. Westmacott reported that the Branch Manager Tiffany Speed is back from leave. Ms. Speed requested and their board approved a reduced work week for her until mid-April while she works out child care difficulties. The hours for library assistants will be increased on a temporary basis to continue offering current library services. The Library Assistant/Children's Program Specialist position has recently become vacant and is being advertised. The Friends of the Library contributed \$3,500 to purchase books and other circulation materials, which included \$1,000 from a December fundraiser concert sponsored by Oglethorpe Fresh. Ms. Westmacott reported the MRR Grant has come through that will combine with money from insurance and the county to repair the library roof, entry porch and railings, plus do some interior painting. The sunken garden at the library entrance is being refreshed thanks to volunteer labor and donations from Goodness Grows, Oglethorpe Fresh, the Maxeys Women's Club and the Oglethorpe County Commission chaired by Billy Pittard.

Directors Report:

Ms. Bell presented a mileage rate decrease from .575 cents to .54 cents (moved by Ms. Shoemaker and seconded by Mr. Shapiro), unanimous approval. Ms. Bell discussed the Gaillo (starring Adrian Brody) dvd reconsideration which the Athens-Clarke County Library committee is working on. The food bank Hunger Drive is October 30 - November 15; Ms. Bell states that 639 lbs of food was collected this first year.

Handouts were given out regarding the "Reimagine" Billboards and where they will be located. A radio advertisement has begun running on Magic 102 FM. E-rate Form 470 applications have been filed for the region. There was a \$32,758 bequest from the estate of Ms. Aleda Joan Hartman that was unanimously accepted/approved (moved by Mr. Wyatt, seconded by Mr. Eberhard). The Finance Committee will look into ideas such as placing it into an interest-bearing account and using some to fund keynote speakers (2k annually) for Staff Development Day, the date of which has not been set.

Outreach and Branch Services News:

Clarke County branches

Winterville--

- * Branch Manager Austin Jenkins conducted a scanning project, assuring the catalog correctly reflects the books on the shelf. In the process, he weeded extensively, improving the appearance of the shelves.

East Athens and Lay Park Community Centers--

- * Both Community Centers received new computers. These new computers will offer the opportunity for the library to conduct computer classes there.

Pinewoods Branch--

- * The branch celebrated Hispanic Heritage Month with programs and a festival that drew 350 people. A grant from the American Library Association and the National Endowment for the Humanities, "500 Years of Latino History," provided funding for the festival.
- * This fall, Pinewoods ran a computer programming club using volunteers from the University of Georgia.
- * Dr. Silvia Nogueron-Liu conducted a 12-week early literacy project for 1st-3rd graders and their parents. Thirteen families participated.
- * In January, the Branch will begin the People and Stories "Reading Deep in the Community" program, which is grant-funded through the National Endowment for the Humanities.

Franklin County

- * The Lavonia-Carnegie Library was closed the week before Thanksgiving for installation of a new floorplan and interior paint. A good bit of excess furniture was removed and minor rearrangements were made. The result is lovely with a much more open feel. The project was funded by the City of Lavonia with matching funds from the Georgia Public Library System's Maintenance, Renovation, and Repair (MRR) grant.
- * Lavonia's Branch Manager Emma LeCroy has retired. Emma grew up in Lavonia and remembers fondly her trips to the library as a child. She was hired as Branch Manager of the Lavonia-Carnegie Library in February of 1999. She worked part time for the library system approximately four years before then.

- * Franklin County Libraries will be operating under a new staffing model. Rosie Chitwood, Branch Manager of the Royston Branch, will now be managing both branches. Her weekly hours have increased from 32 to 40, and three new staff positions have been created.

Madison County

- * Madison County Library Branch Manager Kim James and Asst. Director for Regional Services Lorena Gay-Griffin travelled to Colorado for training on the upcoming "Discovering Tech" traveling exhibit that will transform the library into a temporary science museum from October 2016 through January 2017.
- * Madison County is now the home location for the ARLS new STEAM (Science, Technology, Engineering, Art, and Math) equipment, funded by a \$10,000 grant from Georgia Public Library Service. The branch conducted a Cardboard Guitar workshop using Makey Makey kits to connect to the computer, exploring electronic circuitry. In December, guest pianist Caroline Aiken played the new keyboard from the grant, and the branch held a holiday sing-along with 45 in attendance. Other branches may borrow this equipment, as desired.

Oglethorpe County

- * Oglethorpe County Library Branch Manager Tiffany Speed returned to work in December.
- * The library began its GED class with Paxen Learning on January 11. This class will run Monday-Friday for six weeks and will allow participants to complete their GED during this time.
- * Benjamin McDaniel, Director of Oglethorpe County Parks and Recreation Department, is offering "Busy Bodies with Coach Ben" to preschoolers on the 3rd Friday of each month. This has been a very popular program for children and is one of several planned partnerships with the Recreation Department.
- * The Friends of Oglethorpe County Library and Oglethorpe Fresh held a silent auction and concert as a fundraiser for the library.
- * The library has been approved to receive a new roof and renovations to the entryway and lobby. The county was able to use funds from an insurance claim to the Georgia Public Library System's Maintenance, Renovation, and Repair (MRR) grant funds, enabling this long-awaited renovation to occur.

Oconee County

- * Oconee County's Watkinsville Branch has added a Spanish-language Storytime. Conducted by native speaker Paula Reynaldi, the story sessions are bringing a mix of Latinos and English-speakers interested in learning Spanish.
- * Staff and teen volunteers marched in the annual Watkinsville Christmas parade, tossing candy to the crowd. The branch collected food for furry friends during the holidays and donated to the pet shelter. Branch Manager Rhea Hebert has brought donated books to the Health Department office. Staff at the Health

Department report that parents are now staying off their phones and instead, reading to their children while waiting for appointments.

- * Bogart Branch continues to offer strong programming for “Tween” age patrons. A knitting circle, Lego club and Tea on Tuesday book club are geared toward this demographic. Several holiday craft programs were offered, and an after-Christmas magic show kept kids and parents entertained during the holiday school break.

Staff News

- * Watkinsville Branch Youth Services staff Molly Moore and Lyndey Clayborn attended the national Young Adult Library Services Association (YALSA) conference in Portland, Oregon in November. They came back excited and full of new ideas.
- * Valerie Bell and Joy Ovington attended the Athens Area Employer Committee December meeting at the Department of Labor office.
- * Joy Ovington and Mamie Simonds attended a webinar coordinated by GPLS regarding Affordable Care Act reporting.
- * Joy Ovington attended a webinar regarding Transgender Workplace Rights.
- * Josh Goodwin Acquisitions Assistant, attended GPLS Cat1 copy cataloging training in October and original RDA cataloging of books training in December.
- * Angela Stanley presented at the Society of Georgia Archivists annual conference, in a panel titled, “Identifying and Keeping Volunteers” in October. This session discussed how archivists at three different types of institutions have worked with members of the public to provide mutually beneficial experiences for both the volunteer and the repository. Topics included the identification of projects for volunteers with a wide variety of backgrounds and experiences and maintaining interest and dedication over time. Beth Whitlock also attended the conference.
- * Angela Stanley attended a weeklong retreat at Amicalola Falls and a two-day seminar in Savannah as part of her participation in PINNACLE (Public Library Institute for New and Creative Leadership Education).
- * Priscilla Lewis attended training in Chicago in November for the Great Stories Club grant.
- * Information Services librarian Tammy Gerson presented a program on Hanukkah for the Children’s Department.
- * ACCL Staff held a holiday cookie swap/fund-raiser for Project Safe. Several staff members brought in cookies to share with their colleagues, and many more donated money or a toy for Toys for Tots. This was spearheaded by Tammy Gerson.
- * The “Spooky Staff Picks” display headed up by Circulation clerk Stephanie Rivers in October was very popular. Sixteen AC-C staff provided numerous

suggestions to keep the spooktacular display full as the items were checked out by patrons.

- * Circulation clerk Joshua Foxworth helped to staff the ACCL Star Wars Day! He manned the Wookie Bookmark station and also helped with set up and clean up.

Audit:

The annual AUP (Agreed-Upon Procedures) Audit was performed by Michael J. Foxman, Interim chief Audit Officer for the Board of Regents from Monday, December 14 through Wednesday, December 16, 2015. The AUP was conducted using the agreed-upon procedures standards normally associated with standards established by the American Institute of Certified Public Accountants. Mr. Foxman reviewed 18 procedures. While most of the findings were reported as "We did not note any exceptions as a result of our procedures", there were five procedures with findings and recommendations. The findings were related to "weaknesses in the system of internal control due to inadequate separation of duties". In brief, we don't have enough checks and balances built into the system. In the 2016 budget and staffing reallocation, there is a plan for an additional part-time assistant in the Business Office by mid-February. The Audit report was unanimously approved (moved by Ms. Booth, seconded by Mr. Shapiro). Also, Mamie Simonds will be attending an Internal Controls workshop, and the idea of having purchase orders for credit card use was discussed.

Announcements:

Ms. Emma LeCroy, branch manager in Lavonia, retired 12/31/2015, and the Mayor of Lavonia is writing a resolution recognizing her service. Board members reported having seen the advertisements for our system at the local cinemas.

Committee Reports: None, though Chairman Gresham announced Committee Assignments for 2016, and a handout of the list was given to members.

Communications: None

Adjournment: The Board Meeting was adjourned at 4:23 pm (moved by Mr. Price, seconded by Mr. Howard and approved unanimously).

Next Meeting is April 21, 2016 at 3:30 p.m., Athens-Clarke County Board Room

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Draft Minutes of April 21, 2016 Meeting

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:30 pm by Chairman Gresham (Oglethorpe County). Present were Mr. Wyatt, Ms. Mills, Mr. Campbell (Oconee County), Ms. Bryant (Franklin County), Mr. Shapiro, Ms. Westmacott (Oglethorpe County), Mr. Rice, Ms. Harrison, Ms. Booth (Madison County), Mr. Hopper, Mr. Eberhard, Mr. Timmons, Mr. Prokasy (Athens-Clarke County). Ms. Shoemaker (Franklin County) was absent, and there is still one Vacancy as Franklin County has not appointed a new rep to the Regional Board yet. Staff present was Ms. Bell, Ms. Simonds, Ms. Brumby, Ms. Gay-Griffin, Ms. Lewis, Ms. Mayfield, Ms. Green, Ms. Stanley, and Ms. Ovington (who recorded the Minutes). It is of note that Mamie Simonds is in the process of changing her last name to Fike. Additional five staff persons were on hand who'd attended the recent Public Library Assn. (PLA) Conference in Denver, CO (nine total staff attended).

The Minutes of January 21, 2016 board meeting were unanimously approved (moved by Mr. Shapiro, seconded by Mr. Wyatt). The Agenda was unanimously approved (moved by Mr. Shapiro, seconded by Ms. Mills). There was no public comment.

Financial Report:

Mamie (Simonds) Fike, Business Office Manager, gave the financial report stating that the regional library system has finished the 3rd Q of FY2016, so we should be around 75% of our operating budget – we are at 79.29% on the revenue side and 74.19% on the expenditure side. A couple of items are of note: on the revenue side we see the Hartman Estate bequest/donation and it will go in a conservative max-cap Vanguard fund in order to get a 5-6% long-term return, pending the Finance Committee's final decision. On the expenditure side, the workers comp insurance has been paid in full for the year so that line item is maxed out at 100%. Computer repair expenses have been very low because the Comp Ops team repairs in house. For outside grants, we have new ones such as the ALA El día de los niños/El día de los libros grant, Latino History, and the Vibrant Communities grant. In addition, the 2016 GPLS Business Managers' meeting was at ACCL for a week featuring high-level auditors and accountants from the Carl Vincent School of Govt.; Ms. Fike thanked the Board for their support as she facilitates our hosting of the event.

Regional Reports:

Oglethorpe County

Jean Westmacott reported that Branch Manager Tiffany Speed resigned for personal reasons. A committee of seven board members interviewed three candidates for the position, and the decision will soon be announced. In addition, the new Children's Program Specialist Ivey Samples is having successful Storytime sessions and Gretchen Elm is having successful Teen Programs with the Teen Book Club outreach at the Middle School. The county recreation director Ben McDaniels has had a positive response to his monthly "Busy Bodies" exercise class for young children held at the library. The building has been spruced up with new plantings blooming in the sunken garden, the entry columns repaired, leaks fixed and painted plus some interior

walls repainted. The library will be getting a new roof soon, paid for with State, insurance company and County monies. The Friends are planning a May book sale and are recruiting members and patrons at various events this spring. Seavy O'Neal, an Eagle Scout, has finally gotten approval from his troop leaders to build and install Free Library Book Boxes in several of the more remote communities in the county. Their board is currently working on our FY17 Budget Proposal, hoping to add a part time Computer Specialist position and a modest increase in the hourly rate for library assistants and substitutes.

Franklin County

Cindy Bryant reported that their Board is trying very hard, in spite of having several vacancies, to get their city and county officials to provide them with more funding. A committee is working on that, especially funding for more staff as there are many times when the branches are staffed by too few people to be safe and to serve the patrons well. There is one vacancy for a representative from Franklin County on the Regional Board at this time. Rosie Chitwood has been functioning well as branch manager for both their branches after Lavonia's Emma LeCroy retired end of 2015.

Madison County

Karen Harrison reported that Branch Manager Kim James has resigned, and they have promising job applications they are currently examining. They continue to request increased funding from their County Commissioners, for library staff pay raises in particular, though other county employees do receive pay raises. They were able to designate some of their own funds to provide the two fulltime staff one-time cost-of-living pay raises. Their Libri grant was able to provide \$1,200 in children's books. Their Friends group had a successful book sale. They also have a Vibrant Communities Arts grant that will cover 2/3 of the cost of programs they offer in May, along with Friends' funding—some include a ukulele workshop, pottery workshop, and a metalworking workshop. IT Specialist Alisa Claytor received a scholarship to attend the Evergreen International Conference in Raleigh, NC, and the Friends assisted in providing financial backup for that.

Athens-Clarke County

John Timmons reported that the Friends group raised approximately \$22,000 in their recent book sale. Their Friends and Endowment had no report. They voted to have their next meeting at the Pinewoods branch on July 12th, as well as add a security guard shift during the summertime using Passport revenues to fund that. They voted to make local author Terry Kay an Honorary Library Trustee for Life which was announced as Mr. Kay presented a Café au Libris FOL program the previous week.

Oconee County

Robert Wyatt gave the report and believes they have 1.8 million dollars coming from the State Legislature, which is in the budget, provided the Governor does not veto it, for Bogart renovation--cost-sharing one million dollars from Oconee County SPLOST funds. Their Friends group donated \$12,000 in revenues from their February book sale. Then outdoor bench they discussed purchasing to honor a late Friends Treasurer is being fabricated, and the county will install it and build a walkway to it. Their Family Fun Day will kick off the Summer Reading Program on May 14th. Oconee County has had a complex series of budget hearings that their board reps have attended; they have met numerous times with their Commissioners. They've requested just over a 5% increase. Mr. Wyatt gave a presentation at the recent Board of Education meeting, and there was

no commentary from them—last year they gave the money requested. IN addition, Mr. Wyatt presented before the City of Watkinsville and their mayor of Watkinsville facilitated a quick vote that resulted in them receiving the requested amount. The City of Bogart has given a small amount of money for materials but did not meet the requested amount. Mr. Wyatt announced that Regional Board representative Penny Mills is running for County Commissioner in Oconee County.

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Staff Presentations:

Several representative staff reports brought home from the recent Public Library Assn. (PLA) Conference was given to the Board and include the following:

- Information Services Librarian Ashley Shull said that she enjoyed the session on creating a local digital music collection. Rabble is a company who is providing the open sourced software and back end support for three other libraries currently running local digital music collections. This platform would help to support and preserve the local music scene within the Athens area.
- Nicole Oderisi, the Adult Services Coordinator at the Oconee County Library, shared what she learned about an awareness campaign to help libraries reintroduce themselves to their communities called "Outside the Lines," the goal of which is to help libraries market themselves as extraordinary, exciting, fun places to be, and to get their patrons to think about their libraries in new ways.
- Winterville County Library Branch Manager Austin Jenkins attended a session on reaching out to school-age children by introducing new programs tailored to their interests, providing incentives to visit the library, and creating physical spaces in the library that are specifically for that age group.
- Acquisitions Specialist Josh Goodwin said that his biggest take away from the PLA conference was the partnership between PLA and the Harwood institute entitled "Libraries Transforming Communities" that focuses on public libraries going outside the library to discover how librarians can become facilitators in building the community that citizens want.

DIRECTOR'S REPORT
to the
ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES
Prepared & Submitted by Valerie Bell
Thursday, April 21, 2016

News from the State (GPLS)
Library Director

Valerie Bell,

- The State Budget has been sent to the Governor for signing. It seems like good news so far for libraries.
 - \$2 million for major repair and renovation (MRR) projects at public libraries
 - \$2 million for computer and technology replacement
 - Up to \$670,421 for merit salary increases for state-reimbursed library and GPLS employees. This amounts to approximately 3% increase. State funded staff have not received a raise for several years.
 - \$7.8 million in bond funds for four major library construction projects; including \$1.8 million for the ARLS Bogart Branch expansion.
 - A .25 cents per capita allocation for library materials, the first so specified apportionment in nearly a decade.
- ACCL will be the location for four Statewide events in April and May. The GPLS Directors meeting, The Friends of Georgia Libraries meeting, the GPLS Business Officers annual meeting, and the Georgia Genealogical Society.

Administrative Report & Updates

Valerie Bell, Library Director

- ACC has established a Youth Development Taskforce. The purpose is to support at-risk youth and to deter them from joining gangs. The taskforce includes many community leaders, government officials, non-profit and for-profit organizations. One plan that has come from this taskforce is the "Summer Youth Ridership Program". This program, put forth by the Transit Authority, will allow children up to the age of 18 to ride the public bus system for free during the summer months. The program starts the day school is over for summer break and will continue until the day school starts again in the fall. While this seems like a good idea for area youth, it does present some concerns for us. In that we can conceivably have large numbers of children visiting the library for long periods of time throughout all open hours. We have made some initial plans to increase library partnerships with local community leaders to help with activities for the children. However, we won't know how many children will be coming on what days or for how long.
- The Resource Team has worked on updating the "Rules of Conduct" for all locations. Granted, not all locations have the same patron behavior issues. However, this comprehensive new policy will cover all locations in the event of a

negative behavior the staff may not encounter on a daily basis. In order to craft this policy, we reviewed the policies of libraries from across the country and Georgia to incorporate best practices. I am requesting that a final draft be placed before the Regional Policy Committee for review, comment, suggestions and changes. Since this matter is time sensitive, I am also requesting this Board consider the temporary acceptance of a recommendation from the Regional Trustee Board's Policy Committee with a ratification resolution to be held during the next Regional Board meeting in July 2016.

This action will allow the staff to implement the new policy prior to the next official meeting in June.

- I have been working for ARLS for one full year as of April 1st. I used this time to learn, evaluate and reach some conclusions on how to move the organization forward. I have concluded that in the next year, we will move forward by establishing written guides, procedures, processes that will ensure all staff is trained and aware of organizational expectations.

Examples of the tasks we plan to establish/complete are:

- new website
 - organizational intranet (internal communication)
 - monies- handling procedures
 - time management software
 - equipment inventory update & maintenance
 - policy updates
 - purchasing procedures
 - budget tracking process
 - onboarding/orientation of new staff
 - staff training plan
 - position/job/task standards
-
- Planning for summer reading is underway in all departments. The theme for the adult summer reading program is "Exercise Your Mind", the Teen program is called "Get in the Game: Read", and the children's summer reading theme is "Ready, Set, Read." The staff around the Region is enjoying thinking of programs that will incorporate physical exercise and mental exercise in the summer reading theme.
 - The Resource Team has embarked on a 3-part professional assessment process, which includes a self-assessment component, a colleague assessment component, and a staff assessment component. Over the course of the next few months, ARLS staff will receive a performance assessment survey for every member of the Resource Team and one for the Resource Team as a whole. The questions were created and hosted by Survey Monkey. All survey responses are anonymous.
 - Angela Stanley, Head of Archives & Special Collections, will begin digitizing (and archiving) all of the participating ARLS Board of Trustee meeting minutes (all five counties). This is great news since it will allow access to our records.

- We would like to update the Trustee Board member list for accuracy. Please take a moment to review your information on the attached document and note any corrections or additions that need to be made to your service. (Action Item).

Business Office

Mamie Fike, Business Office Manager

- Mamie Simonds is working on cleaning up/out and organizing the file room with the help of the new Business Office Assistant. This is one of the major tasks that has been in need of updating. Mamie estimates that this will be completed by the start of the new fiscal year.
- Mamie has researched the recent bequest funds for possible placement in an interest-bearing account. She is prepared to share her findings with the Finance Committee.

Development & Grants

Donna Brumby, Assistant Director

- ALA / Association for Library Service to Children (ALSC) Día Turns 20 Mini-grant was awarded for providing programming and free books for children at East Athens Resource Center, Lay Park Resource Center, Pinewoods Library and Learning Center, and the Winterville Library. Funded by the Dollar General Store Literacy Foundation, this \$2000.00 grant will pay for visits by the Wren's Nest Ramblers storytellers from Joel Chandler Harris' Wren's Nest in Atlanta, and for books by multicultural authors to be given to participating children. The grant marks the twentieth anniversary of El día de los niños / El día de los libros, an annual celebration of children and books.

Collection Management/Materials

Donna Brumby, Assistant Director

- Valerie Bell, Holly Bowden, Josh Goodwin, and Donna Brumby met with representatives of Baker and Taylor, which is the major materials jobber used by ARLS for purchases and outsourced cataloging and processing. Several adjustments were made to current practices that should help with workflow and reporting and Holly is working on plans to shift ARLS Acquisitions to a newer Baker & Taylor online system.
- Donna investigated tutor.com, a live online tutoring service, through a live webinar and phone negotiations. ARLS administration is very interested in the potential for providing this service and will continue to negotiate with the vendor and seek possible funding partners.
- Valerie and Donna met with a Recorded Books sales representative to discuss the library's e-magazine (Zinio) needs and the potential for adding e-books and e-audio through One Click Digital.

Information Technology

Greg Deal, IT Manager

- E-rate Form 471 applications for phone and Internet service have been filed for the region. This will provide 90% discounted billing for Internet and 50% discounts for phone bills. Note that the E-rate program is phasing out discounts for phone service by 20%, beginning last year. (Next year we will receive a 30% discount, then 10% in 2018, and the library will pay full-undiscounted bills after that.)

- E-rate Form 471 category 2 applications are in the process of being filed. This will enable the library to purchase infrastructure equipment for the region at discounts of 85%. This year we requested bids for gigabit switches and a centrally managed Wi-Fi system for all locations. We received 6 bids and are in the process of evaluating the bids.
- Researched enabling online payments for fines. Assisted in calling other libraries using online payments, testing and evaluating and helping Mamie set up a Stripe account for the payments. Mamie is currently evaluating Stripe, and online payments can begin after her evaluation.
- IT is in the process of upgrading our web server, including moving the site to improved hardware for better reliability and performance, as well as upgrading the software to the latest version of Joomla. As part of the upgrades, we are also making design changes on the website to improve appearance and navigation, and implement mobile-friendly design.

Public Relations & Publicity

Rhiannon Eades, Public Information Officer

For "Library Lovers Month" in February, we ran a campaign of four billboards with library valentine messages. The billboards were located in Athens (Atlanta Highway at Epps Bridge Parkway), Madison County (U.S. Highway 29 near Hull), Oglethorpe County (downtown Crawford) and Franklin County (between Royston and Franklin Springs). The boards were designed by RSL coordinator Van Burns.

Throughout the region, we had "Library Lovers Month" displays. These displays included library-themed valentine cards for patrons to take, along with either die-cut hearts or quarter-pages sheets they wrote their own messages of love to their libraries. Plans are underway for the ARLS libraries to have a greater presence at community events. We are researching prices on canopies and printed tablecloths to assemble an event kit that can be taken by staff to places such as farmer's markets and community festivals. As part of that process, we have ordered a cornhole game from the Madison County High School Industrial Arts program.

To celebrate National Library Week, April 10-16, we have new billboards up this month. The billboards say "Reimagine Your Library" and were designed by Athens-Clarke County Library Circulation Supervisor Lane Moseley. They are in the same locations as the February billboards and are very eye-catching!

To celebrate both National Library Week and the library's 103rd birthday, the Athens-Clarke County Library's programming committee is working on a library birthday party to be held Saturday, April 16, from 11 a.m. to 2 p.m. Board members will receive a formal invitation, along with local elected officials and READ poster subjects.

Speaking of READ poster subjects, we continue to line up photo shoots for these popular posters. Most recently, we have added: Sienna Chandler from the Athens band Monsoon (one of their songs was recently featured in a Toyota commercial that ran during the Superbowl!); Bogart Library patron Robert Davis; Bogart patrons Irma Guest and Sarah Lester; the cast of Rose of Athens Theatre's production of "Alice in Wonderland"; two professional mermaids; and Clarke County Schools Family Engagement Specialist Clara Londono.

Athens-Clarke County HQ

Trudi Green, Asst. Director for Public Services

- The Circulation Department, under the leadership of Toby Mayfield, launched a new customer service project. The goals are: "A+++ Customer Service". The

staff can “Get Caught” in the act of exceeding patrons’ expectations. Each time they are caught, their name is entered into a monthly drawing for a \$25 gift card supplied by the FOL. Our ultimate goal is to launch the incentive program throughout all ACCL branches starting July 1, 2016.

- As of March 1st, the Heritage Room expanded its public hours of operation on Thursdays by three hours. Our new Thursday hours are 10am-8pm.
- The library was one of several sites in Athens to display photographs from the Southern Photography Initiative of the Do Good Fund in Columbus, Ga. Other venues included the Lyndon House Museum and the Georgia Museum of Art. The works were on display from February through March.
- The library will be the site of the 2017 Green Expo in partnership with the Athens-Clarke County Recycling Division.

Athens-Clarke County Branches *Lorena Gay-Griffin, Asst. Director Regional Svcs*

- **Lay Park, East Athens, Winterville and Pinewoods** will all celebrate El día de los niños/El día de los libros. Pinewoods will have a program on Saturday, April 30, with trapeze classes from Canopy circus arts and a puppetry workshop with Wootens Woopets. Lay Park, East Athens, and Winterville will host a storyteller from the Wren’s Nest in Atlanta on Tuesday, April 26. All children in attendance will receive a free book. The Wren’s Nest is in the home of Joel Chandler Harris, who transcribed the African folktales of Brer Rabbit and Brer Fox. These are traditional stories that were brought from Africa and told by slaves on Southern plantations. El día de los niños/El día de los libros is a nationally recognized initiative that emphasizes the importance of literacy for all children from all backgrounds. It seeks to link children and their families to diverse books, languages and cultures.

Regional Library Activities *Lorena Gay-Griffin, Asst. Director Regional Svcs*

- Each Branch has developed a written Outreach Plan for the year, with specific goals for advocacy and advertising.
- Three libraries including the Headquarters will be participating in the free lunch program for the summer months. ACCL will provide free lunch 5 days a week, Bogart will provide free lunch 3 days a week and Oglethorpe will provide free lunch 3 days a week.
- **Franklin County** has been through its first quarter after Emma LeCroy’s retirement. Rosie Chitwood is now managing both branch locations.
- Interviews are continuing for three part-time Library Assistant positions between Lavonia and Royston
- A Head Start Program has started visiting the Lavonia branch regularly. Lavonia is also holding events for local preschool children and parents.
- We continue to interview for a Branch Manager at the **Madison County** location. We are confident that by the time of the ARLS Board meeting, a new Manager will have been hired.
- In May, the Madison County Library will host four programs as part of the Vibrant Communities arts grant, awarded by the Georgia Council for the Arts with

matching funds from the Friends of the Madison County Library. They will host a ukulele workshop and a performance. This will kick off the circulation of 4 ukuleles in the region. There will also be a pottery workshop and a metal working workshop, both of which will be held in the new outdoor classroom.

- The big news in **Oconee County**, of course, is that Bogart has made the list of expansion projects for the state. Once the budget is signed by the governor (which is fully anticipated), the hard work begins. The expansion will increase the branch from 3000 to 8000 square feet, with dedicated spaces for the library's diverse activities.
- **Oglethorpe County** held arts workshops funded with the Vibrant Communities grant from the Georgia Council for the Arts with matching funds from the Friends of the Oglethorpe County Library. Local art instructor Nan Dempsky led the workshops, which were well-received. The artwork was on display in the library.
- We are in the process of interviewing for the Branch Manager position in Oglethorpe. We hope to have this position filled by early May or possibly by the end of the month.

Staff News

Valerie Bell, Library Director

- Nine ARLS staff will be attending the PLA conference in Denver (**Toby Mayfield, Valerie Bell, Priscilla Lewis, Lorena Gay-Griffin, Josh Goodwin, Natalie Wright, Austin Jenkins, Ashley Shull and Nicole Oderisi**). The group left on April 6 and returned on April 9. We were able to fund this through the generous support of the ACCL Friends, the Watkinsville Friends, the Regional Travel budget, and the ACCL Travel budget. Much was learned and it has all been brought back for the benefit of the entire Regional System.
- Public Information Officer Rhiannon Eades, Circulation Supervisor Erin Wu and Digital Media Librarian/Web Master Natalie Wright attended the Athens Hip Hop Awards ceremony. They used the newly purchased hot-spot to sign people up for library cards.
- Circulation staff Aleta Turner and Joshua Foxworth, will be at the upcoming Human Rights Festival to work the ARLS table and sign people up for library cards.
- Many of Children's services staff recently attended the Georgia Children's Literature Conference, and came away both motivated and invigorated with new ideas. Evan Bush serves on the Georgia Children's Picture Book Committee.
- Donna Brumby, Lorena Gay-Griffin, Rhiannon Eades and Valerie Bell attended the Legislative Luncheon sponsored by the Athens Chamber of Commerce to hear from local legislators prior to the 2016 session.
- Mamie Simonds, Joy Ovington and Valerie Bell attended the ACCL Budget hearings.
- Mamie Simonds and Joy Ovington attended a program on Workplace Conflict at the Small Business Breakfast Club at the Chamber of Commerce. Mamie and Joy learned about the DiSC leadership style surveys and presented the DiSC survey at a Resource Team meeting.

- Assistant Director Trudi Greene and Valerie Bell attended the ACC Youth Development Taskforce meeting. We plan to regularly attend/participate with this taskforce.
- Joy Ovington, Eddie Whitlock, and Lorena Gay-Griffin attended a training class on the Volunteer Portal at Community Connection 211. They learned how to post volunteer needs, as well as job postings.

Unfinished Business:

County Reps were assigned to update the Board Members Contact List with term dates.

New Business:

Election of a New ARLS Board Treasurer – Due to Mr. Thomas Gresham being the Chairman of the ARLS Board, the office of Treasurer has now been opened up. The person holding the office of Treasurer is automatically the Chairperson of the Financial Committee. The Nominating Committee put forth that Mr. Robert Wyatt (Oconee County) be considered for office of ARLS Board of Trustees Treasurer. A vote was taken and Mr. Robert Wyatt was elected unanimously and will have signature authority immediately (moved by Mr. Prokasy, seconded by Mr. Shapiro, unanimously approved).

In addition, Ms. Penny Mills (Oconee County) is resigning from the Board and was on the Finance Committee. Chairman Gresham stated he will appoint a fourth person for the Finance Committee.

An **Executive Session** convened to discuss and vote upon the Director's Evaluation and staff was excused at 4:47 pm (motioned by Mr. Prokasy seconded by Mr. Shapiro, unanimously approved). At 5:04 pm the Board came out of Executive Session and voted to retain Director Valerie Bell (motioned by Mr. Prokasy seconded by Mr. Hopper, unanimously approved except for one abstention vote).

The Meeting was adjourned at 5:10 pm (motioned by Mr. Wyatt seconded by Mr. Shapiro, unanimously approved).

Next Meeting is July 21, 2016 at 3:30 p.m., Athens-Clarke County Library Board Room

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of July 21, 2016 Meeting

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:40 p.m. by Vice Chair Shoemaker. Present were Ms. Bryant, Mr. Campbell, Mr. Eberhard, Ms. Harrison, Mr. Hopper, Ms. Mills, Ms. Booth, Mr. Prokasy, Mr. Rice, Mr. Shapiro, Mr. Timmons, Ms. Westmacott. Mr. Gresham resumed control of meeting at his arrival. Absent Mr. Wyatt. Staff attending was Ms. Bell, Ms. Brumby, Ms. Gay-Griffin, Ms. Green, Ms. Fike, Ms. Stanley, Ms. Ovington and Ms. Moncrief.

The Minutes of April 21, 2016 board meeting were unanimously approved (moved by Mr. Hopper, seconded by Mr. Mr. Rice).

The Agenda was unanimously approved (moved by Ms. Mills, seconded by Ms. Bryant).

There was no public comment.

Financial Report:

- Mamie Fike, Business Office Manager, stated that the fiscal year 2016 had ended June 30th explaining both revenues and expenditures used along with a list of all outside grants received for FY16.
- Ms. Fike reported the Hartman Estate bequest/donation will go in a conservative max-cap Vanguard fund.
- Also of interest, the cash registers purchased for all branches will be distributed, which will aid in money control.
- The financial report was unanimously accepted. (moved by Mr. Timmons, seconded by Mr. Hopper)
- She also presented the FY17 budget that included the variance from FY16 along with expenditures budgeted including Bogart construction and Pinewoods expansion. The FY17 Budget was unanimously approved (moved by Mr. Hopper, seconded by Mr. Eberhard)

Regional Reports

Athens-Clarke County:

- Mr. Eberhard stated the ACCL Board met at the Pinewoods branch and after a tour and observation of children engaged in current programs including a game of Chess between two young boys, it was agreed that the branch is a grand place for residents to visit.
- The Board approved the \$10,000. from the passport fund in order to make up for the shortfall from the county. Breaking ground proceeded to start the next day.
- The Board also agreed to look into the contract with SimplexGrinnell (Alarm Company) considering the possibility of breaking the contract due to poor performance.
- The Board is also planning a workshop to discuss a new service for long term financial gain.
- There was also a suggestion to work toward a more diverse board for Athens-Clarke and would suggest that for the region as well.

Franklin County:

- Ms. Shoemaker reported there is an addition to the building of a new LED Sign for the Lavonia-Carnegie Library now that renovation is complete.
- Friends of the Library paid for an extra person to help conduct children's summer programs.
- The Royston Friends of the Library have donated \$1300. for material for the county.
- The county commission has not increased funds to the library so there will be additional attempts at fundraising.

Madison County:

- Ms. Harrison informed the board of their New Branch Manager - Jen Ivey and their new Children's Specialist - Carly Guillorn who is transferring from the Royston Branch, we are happy to have them.
- The summer programs have been the highlight of the year with outstanding attendance: 39 Adult programs had 236 participants, 94 Children's programs had 2471 participants with the Pet Shop with many animals being at the top of the list.
- The county will be receiving the STEM Grant in October which will help purchase material. The Madison County commission is also lacking in additional funds to support the library so budgets are very small.
- Our Friends of the Library book sale is in September and should as always produce additional support.

Oconee County:

- Ms. Mills reported the Bogart branch remodeling project should get underway soon. There has been an additions to the building/remodel committee which are Mark Campbell and Robert Wyatt.
- Circulation is growing and there have been additions to the collection and programs due to matching contributions of \$4000. from the Vibrant Community Grant and Friends of the Library which include Puppetry programs, Lego building and music therapy.
- The summer programs have been well attended with lines forming around the building at times.
- There are two staff members who have completed their MLS degrees in August as well as two staff members who will be starting their MLS degrees.
- The Watkinsville Friends book sale will be held September 15 - 17.

Oglethorpe County:

- Ms. Westmacott stated the Library is pleased to have Austin Jenkins as its new branch manager. Austin began his duties on May 1, but has had to juggle them with managing the Winterville Library
- It has been a very busy summer with the well-attended Summer Reading Program, a popular free lunch program in conjunction with the Athens Housing Authority, and a Friends sponsored Lunch and Learn series in addition to the regularly scheduled children, teen and adult programming.
- The Friends held a book sale in May that raised about \$800. We are waiting for the Board of Commissioners to make a final decision about the library's FY17 budget request, before advertising for a part time Computer Specialist/Library Assistant.
- To spur interest in library and other services offerings, Lorena Gay Griffin created a color-coded calendar of county events and distributed copies around the county. There have been requests to put this calendar online for various groups to post their events. Plus, Austin has created an introductory email about library services for all new patrons.
- Another intensive Paxen Learning GED course for 18 to 24 year olds will start the end of August, this time with more local publicity and support from the school system.
- Concerning physical upgrades, the library now has a beautiful new roof.

Director's Report:

- In addition to her written report, Ms. Bell discussed the updating of the Regional Personnel Policies. Assistant Director Brumby will be heading up the project along with the Resource Team and will present approximately 9 changes per quarter to the Personnel Committee for review and recommendation to the board. We expect the personnel policies will all be updated in one year's time.
- Ms. Bell also discussed the Bogart expansion project. A building committee is being formed. Robert Wyatt and Mark Campbell will serve on the committee as members of the Oconee

County Board of Trustees. Ms. Bell asked if the Board would like for these two members to also serve as Regional representatives and report to the ARLS Board on the expansion progress. Valerie expects the final list of committee members by the next Board meeting in October. A "walk-through" with Nate Rall of GPLS will be conducted to make any adjustments to the original plans. An RFP will then be posted. She also stated the budget will only be for construction, it will not be applied to the collection.

- Ms. Bell alerted the Board to the planned increase in TRS for fiscal year 2018. For those counties or municipalities (Franklin/Lavonia & Madison) who run their budgets on a calendar year, the increases in TRS may impact their 2017 budget request.
- Ms. Bell requested a change in the date for Staff Development Day. The library currently holds Staff Development Day on Veteran's Day. We are requesting that be changed to the second Wednesday in November. The change in date will enable the library to secure speakers from around the county and the State who traditionally have not been able to attend and make presentations to the staff because of the holiday. Changing the date will also enable the staff to provide programs in celebration of our nations veterans. With the change in date, we may receive complaints from patrons who will think that the library is taking an extra day off. Valerie and the staff will prepare a response for these types of patron questions.
- State supplements to ARLS included \$57,000 for collections of materials. This amount was derived from a .25 cents per capita formula. Assistant Director Brumby, who heads up the library's materials selection program, has divided the allocation to each county using the same per capita formula. Also, ARLS state paid librarians will receive a 2.5% salary increase this year. This is the first salary increase this group has received in more than six years.

New Business: None

An **Executive Session** convened to discuss and vote upon the Director's salary and staff was excused at 4:32 pm (motioned by Mr. Timmons seconded by Mr. Eberhard, unanimously approved). At 4:50 pm the Board came out of Executive Session and voted to approve Director Valerie Bell's salary increase (motioned by Mr. Timmons, seconded by Mr. Eberhard, unanimously approved).

Board resumed open session (motioned by Ms. Westmacott, seconded by Mr. Shapiro)

With no further business, Chairman Gresham called for adjournment at 4:51 pm. (motioned by Mr. Shapiro, seconded by Ms. Westmacott)

Next meeting is scheduled for October 20, 2016 at 3:30 p.m., Athens-Clarke County Library Board Room.

ARLS Board Meeting July 21, 2016 SUMMARY OF VOTES

Staff present: Val Bell, Donna Brumby, Trudi Green, Lorena Gay-Griffin, Mamie Fike, Angela Stanley, Joy Ovington, Lisa Moncrief

Approval of 4/21/2016 Minutes unanimously:

Moved) Hopper

Seconded) Rice

Approval of 7/21/2016 Agenda unanimously:

Moved) Timmons

Seconded) Hopper

Approval of Financial report from Business Manager, unanimously:

Moved) Timmons

Seconded) Hopper

Approval of line item Budget FY2017, unanimously:

Moved) Hopper

Seconded) Timmons

Approval of the Change of Date of Staff Development Day from November 11th to November 9th 2016 and to have on second Wednesday of November in the future unanimously:

Moved) Howard

Seconded) Prokasy

Approval of Bogart Building Committee formed and to include Regional representatives- Robert Wyatt and Mark Campbell unanimously:

Moved) Shapiro

Seconded) Timmons

Approval of Director's Salary – Executive Session:

Moved) Timmons

Seconded) Eberhard

Adjournment, unanimously:

Moved) Shapiro

Seconded) Westmacott

Next meeting: Tuesday, October 20, 2016 3:30 pm

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of October 20, 2016 Meeting

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:35 p.m. by Chairman Gresham. Present were Ms. Bryant, Mr. Eberhard, Ms. Harrison, Mr. Hopper, Ms. Mills, Mr. Prokasy, Mr. Timmons, Ms. Westmacott, Mr. Wyatt. Absent were Mr. Campbell, Ms. Booth, Mr. Rice, Mr. Shapiro, and Ms. Shoemaker. Staff attending were Ms. Bell, Ms. Brumby, Mr. Burns, Ms. Eades, Ms. Gay-Griffin, Ms. Green, Ms. Fike, Ms. Chesley, Ms. Ovington and Ms. Moncrief.

The Minutes of July 21, 2016 board meeting were unanimously approved.

The adoption of current Agenda was unanimously approved (moved by Ms. Harrison, seconded by Mr. Hopper).

There was no public comment.

Financial Report:

- Mamie Fike, Business Office Manager, stated the first quarter of Fiscal Year 2017 was over. The budget was right on target with 25.43% in revenue and 24.94% in expenditures for the year.
- Ms. Fike also stated the reason the expenditures for Madison County were at 34% which is higher than other counties is due to the fiscal year for that county being per calendar year unlike the rest of the counties where fiscal year is July - June.
- Also, Oglethorpe County revenues are up due to the county paying the utilities for the library with savings applied wherever necessary according to Ms. Westmacott.
- The financial report was unanimously accepted. (moved by Mr. Timmons, seconded by Mr. Hopper)

Regional Reports

Athens-Clarke County:

- Mr. Eberhard stated the ACCL Board met on October 11, 2016, new officers were elected: Julie Darnell, Chair, David Woods, Vice Chair, Ian Thomas, Treasurer
- Pinewoods Branch renovation is near completion, Grand Opening will be November 13th at 2:00PM with more information & invitations to be forthcoming.
- John Gaither made a public comment. He would like the library to honor the last surviving librarian from the first African American Library in Clarke County. And we are working on that presentation.
- The Board is discussing the reasonable spending and investment of profits from the passport fund.

Franklin County:

- Ms. Bryant reported they are planning to install a new sign for the library; it will match the existing City Hall sign.
- Royston and Lavonia still suffering from a tight budget although Lavonia may increase revenue to the library.
- The Summer Reading Program was a great success. In Royston there were 277 children attending programs and 8029 books read. In Lavonia there were 156 children in attendance and 5083 books read. Overall a terrific season.
- Legacy Link is working in the Franklin County Libraries to provide programs and help for seniors.

Madison County:

- Ms. Harrison informed the board that Mike Moak and Jennifer Ivey have been attending Commissioner Meetings on behalf of the library, increasing awareness of the need of funding for the library and its employees.
- Saturday, October 15, 2016, Friends of the Library had their successful book sale during Danielsville Fall Festival.
- The library is very excited about hosting Discovery Tech Exhibit starting at the end of October.
- Jennifer Ivey is doing a wonderful job as branch manager, consistently having exciting engaging programming.
- We are reviewing new cleaning contractors for hire.

Oconee County:

- Mr. Wyatt reported that sewer construction has started for the Bogart Expansion.
- The book sales for both libraries were successful with Bogart raising \$600; Watkinsville has not reported its sales total.
- The Oconee Board is losing 3 members, 1 will be reappointed, 1 will reapply and 1 will be leaving permanently. We look forward to the new board members.
- Rhea Hebert continues to meet and exceed all expectations as branch manager.
- Mr. Wyatt then questioned the posting of minutes of board meetings. During the following discussion it was stated by Ms. Brumby according to Open Meeting Rules, a summary of the meeting should be posted two days after meeting and minutes should not be circulated until final board approval at the following meeting. Minutes distributed to board members before next meeting are only Draft Minutes and changes can be made.

Oglethorpe County:

- Ms. Westmacott informed the board that the Oglethorpe County Commissioners approved an increase to our library's budget for FY17. The increase has made it possible to hire a part time computer specialist, Amanda Brantley, Beginning on Sept. 16th.
- Patron visits, circulation and new cards are all up for this quarter compared to the past two years, thanks to our wonderful staff and their fresh ideas and efforts.
- With the help of OCL Friends, the library is now participating in the ThriftBooks Library Program which sells used books online with the library receiving 50% of the net sales.
- Fall Book Sale October 26 - 29.
- Oglethorpe County Library has received another Vibrant Communities grant from the Georgia Council for the Arts to provide local arts programming, which will focus on performing arts using local groups.

Director's Report:

- In addition to her written report, Ms. Bell introduced Rikki Chesley the new Head of Archives & Special Collections. Ms. Chesley stated she had been involved with corporate background records management and digitization for the past 10 years and has enjoyed working at the Athens-Clarke County Library over the past few months.
- Ms. Bell then introduced Rhiannon Eades, Public Information Officer for the region who unveiled the new library logo. She explained that the committee worked with The Adsmith a local marketing firm who helped develop logo so that it could be used by every branch or group (Friends of the Library) affiliated with the Regional Library System. "We would like the logo to be recognized by all as the Library anytime or anywhere they see it", Ms. Eades stated. She informed the board, being economical that the supplies using old logo would be depleted before new supplies were ordered. The charge for services was \$1600.
- Ms. Bell also announced that we will be honored to have the President of the National Public Library Association (Felton Thomas) as the keynote speaker at our Staff Development Day to be held November 9th. In addition to the Development Day, there will be a reception held on November 8th for Director Felton at the Taylor-Grady House and everyone is invited to both events.

- In other news, the City of Winterville is interested in partnering with ACCL to relocate the Winterville Branch to the second floor of the historical Community Center. The project is in discussion stages and would require funds from State MRR and/or SPLOST. This project would start in FY18.
- Another partnering possibility was initiated by Valdon Daniel (ACC Resident) and Superintendent Philip D Lanoue to develop a joint library on the East side of Athens. It would share library services between school and public libraries.
- Also invitations to participate on the Bogart Advisory Board have been sent with the first meeting to take place at the end of October stated Ms. Bell.
- Ms. Bell as well as the staff of all branches expressed interest in providing various collection bins for holiday donations. These donations are meant to be a partnership with local organizations and as way for our libraries to establish themselves as community centers.
- Ms. Bell reported that all counties in the Region are owed large outstanding patron fines and fees. In order to collect some of the outstanding fees, Ms. Bell would like the board to consider a "We Want You Back" campaign. Because of the outstanding fees or material due to the library these patrons have been suspended from using the library. The campaign would allow a 50% payback of fines more than \$50, clear their record and allow them to be in good standing once again. The amounts are quite substantial and would increase the reserve for every County.

Old Business: None

New Business: Motions before the Board

Motion to provisionally approve the changes and updates in library personnel policies, with final changes to be adopted in January: Motioned by Mr. Timmons, Seconded by Mr. Hopper Unanimously Approved.

Motion to approve the acceptance of the new Library Logo created by Ad-Smith and presented at this meeting as the official logo for the Athens Regional Library and its affiliates.: Motioned by Ms. Westmacott, Seconded by Mr. Wyatt, Unanimously Approved.

Motion to approve the waiving of 50% of fines for patrons participating in the "We Want You Back" campaign to be held the month of February 2017 and as outlined in the Director's Report: Motioned by Mr. Prokasy, Seconded by Mr. Wyatt, Unanimously Approved.

Motion to approve the Libraries within the Region to provide Holiday Collection Bins within their Branches. The disposition of collected items to be given to a local charity at the discretion of the Branch Manager and local Boards of Trustees. Motioned by Ms. Westmacott, Seconded by Ms. Mills, Unanimously Approved.

Motion to ratify the August 24, 2016 Annual Signature Authority form which give signature authority for all contracts and other documents to Valerie Bell, who currently holds the position of Library Director. Motioned by Mr. Timmons, Seconded by Mr. Wyatt, Unanimously Approved

Motion to approve the annual dates of 2017 Regional Closings:

- December 31, 2016; close at 6 PM.....New Year's Eve
- January 1, 2017.....New Year's Day
- January 16, 2017.....Dr. Martin Luther King, Jr. Birthday
- April 16, 2017.....Easter Sunday
- May 29, 2017.....Memorial Day
- July 4, 2017.....Independence Day
- September 4, 2017.....Labor Day
- November 8, 2017.....Staff Development Day

- November 22, 2017; close at 6PM.....Thanksgiving Eve
- November 23, 2017.....Thanksgiving Day
- December 24, 25, 26, 2017.....Christmas Holidays
- December 31, 2017; close at 6 PM.....New Year's Eve
- January 1, 2018.....New Year's Day

Motioned by Mr. Prokasy, Seconded by Mr. Hopper, Unanimously Approved

Motion to approve Vanguard Group Inc. as the investment firm for the Hartman Bequest in the amount of \$30,000. Motioned by Ms. Mills, Seconded by Mr. Wyatt, Unanimously Approved

Motion to approve the amount of \$2000.00 from the Vanguard/Hartman account to be used annually for Staff Development Day. Motioned by Mr. Hopper, Seconded by Mr. Wyatt, Unanimously Approved

Motion to authorize and direct Valerie Bell, Executive Director and Robert Wyatt, Treasurer to sign on behalf of Athens Regional Library System Board of Trustees on the Vanguard account. Motioned by Ms. Westmacott, Seconded by Mr. Timmons, Unanimously Approved

An **Executive Session** convened to discuss and vote upon the Director's request for five working days per year of professional development time and staff was excused at 4:45 pm (Motioned by Ms. Westmacott, Seconded by Mr. Timmons, Unanimously Approved). At 4:50 pm the Board came out of Executive Session.

Board resumed open session (motioned by Ms. Westmacott, seconded by Mr. Wyatt)

With no further business, Chairman Gresham called for adjournment at 5:05 pm. (motioned by Mr. Hopper, seconded by Ms. Westmacott)

Next meeting is scheduled for January 19, 2017 at 3:30 p.m., Athens-Clarke County Library Board Room.

ARLS Board Meeting July 21, 2016 SUMMARY OF VOTES

Staff present: Val Bell, Donna Brumby, Trudi Green, Lorena Gay-Griffin, Mamie Fike, Angela Stanley, Joy Ovington, Lisa Moncrief

Approval of 7/21/2016 Minutes unanimously:

Moved) Mills

Seconded) Hopper

Approval of 10/20/2016 Agenda unanimously:

Moved) Harrison

Seconded) Hopper

Approval of Financial report from Business Manager, unanimously:

Moved) Timmons

Seconded) Hopper

Approval to provisionally approve the changes and updates in library personnel policies, with final changes adopted in January, unanimously:

Moved) Timmons

Seconded) Hopper

Approval of the acceptance of the new Library Logo created by Ad-Smith and presented at this meeting as the official logo for the Athens Regional Library and its affiliates unanimously:

Moved) Westmacott

Seconded) Wyatt

Approval of the waiving of 50% of fines for patrons participating in the "We Want You Back" campaign to be held the month of February 2017 and as outlined in the Director's Report unanimously:

Moved) Prokasy

Seconded) Wyatt

Approval of the Libraries within the Region to provide Holiday Collection Bins within their Branches. The disposition of collected items to be given to a local charity at the discretion of the Branch Manager and local Boards of Trustees unanimously:

Moved) Westmacott

Seconded) Mills

Approval to ratify the August 24, 2016 Annual Signature Authority form which give signature authority for all contracts and other documents to Valerie Bell, who currently holds the position of Library Director, unanimously:

Moved) Timmons

Seconded) Wyatt

Approval of the annual dates of 2017 Regional Closings, unanimously:

Moved) Prokasy

Seconded) Hopper

Approval of the Vanguard Group Inc. as the investment firm for the Hartwell Bequest in the amount of \$30,000, unanimously:

Moved) Mills

Seconded) Wyatt

Approval of the amount of \$2000.00 from the Vanguard/Hartwell account to be used annually for Staff Development Day, unanimously:

Moved) Hopper

Seconded) Wyatt

Approval to authorize and direct Valerie Bell, Executive Director and Robert Wyatt, Treasurer to sign on behalf of Athens Regional Library System Board of Trustees on the Vanguard account, unanimously:

Moved) Westmacott

Seconded) Timmons

Approval of Director's request for five working days per year of professional development time, Unanimously – Executive Session:

Adjournment, unanimously:

Moved) Hopper

Seconded) Westmacott

Next meeting: Thursday, January 19, 2017 3:30 pm